



ACCOUNTING FULL TIME POSITION

Location: Rio Grande City, Texas

Hours: Monday – Friday from 8:00 am to 5:00 pm

Annual Salary: \$35,000.00 - \$40,000.00

ESSENTIAL JOB FUNCTIONS:

- Full Accounting Cycle: General Ledger, A/R, A/P, Payroll, Bank Reconciliation
- Manage all accounting operations based on knowledge of accounting principles
- Create Monthly, Quarterly, and Annual Financial Reports
- Other administrative duties as assigned.

QUALIFICATIONS:

- **Preferred:** Bachelor's degree in Accounting or Business Administration and 2+ years of experience
- Advanced Computer Skills, Microsoft Office, Accounting Software (CYMA Accounting System preferred)
- Strong written, verbal, interpersonal communication, and problem solving skills
- Strong attention to detail, accuracy, consistency, and time management

BENEFITS:

- Paid Holidays
- Paid Vacations
- Medical Insurance
- Life Insurance
- Travel Expenses

***Growth opportunity within the company.**

HOW TO APPLY:

Please email your cover letter, resume, and references to dara@starrbridge.com or apply in person at 804 B West. Main St., Rio Grande City, Texas 78582.

FOR MORE INFORMATION CONTACT:

Starr-Camargo Bridge Co.

Dara Pena, Business Manager

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Email: dara@starrbridge.com

www.starrbridge.com