



Burke Job Posting/Job Description

Position Title

Director of Accounting – D.B. – Financial Services – Lufkin, TX

Position Number

P #1711

General Description

This position will supervise our Accounting, Accounts Payable, and Accounts Receivable departments. The Director of Accounting is responsible to insure the efficient and effective completion of those duties related to collecting and reporting center financial information; completing complex and advanced accounting functions; serving as an information / assistance source for Financial Services staff; monitoring current practices to insure current internal controls are adequate, all reporting requirements are met; and other duties as needed to assist in the efficient and effective operations of Financial Services.

Education

Required: Bachelor's Degree in Accounting

Preferred: Certified Public Accountant

Experience

Required: Five (5) years of responsible accounting experience. Two (2) years of supervisory experience. Working knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software. (MSWord, Excel, Access, PowerPoint).

Licenses/Certifications

Required: Valid Texas Drivers' License

Preferred: Certified Public Accountant

Physical Requirements

Required: Ability to use visual and motor skills in order to effectively operate a computer, typewriter, and other office equipment.

Hours

Monday-Friday; 8am – 5pm

Salary

Negotiable, depending on experience

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.