WE'RE HIRING

ACCOUNTING ADMINISTRATOR

Carrollton, Texas

Dynamic professional. Independent thinker. Exceptional teammate.

Join our awesome team and put your high-level accounting skills to work supporting the people behind 9-1-1.

CELEBRATING 10 YEARS

NORTH TEXAS EMERGENCY COMMUNICATIONS CENTER

NTECC

2016 ★ 2026

$73,500–$88,024

Annual hiring range • Based on qualifications

FOUR-DAY WORKWEEK OPPORTUNITY

WHO WE'RE LOOKING FOR

We're seeking a skilled, self-directed accountant to manage daily accounting, financial reporting, year-end closing, and audit coordination. Bring sound judgment, a collaborative approach, and the ability to turn financial information into practical budget recommendations and process improvements.

MINIMUM QUALIFICATIONS

- Bachelor's in accounting, finance, or a related field. Additional qualifying experience may substitute for education beyond the required four years.
- At least 4 years of progressively responsible accounting experience, including general ledger reconciliations, financial reporting, and budget analysis.
- Experience independently completing year-end closing and adjusting entries, and preparing reconciled records and schedules for an annual independent audit.

Governmental accounting experience preferred.

GREAT WORK. GREAT BENEFITS.

- Health coverage
- TCDRS retirement with 2:1 employer match
- A supportive team and meaningful mission

EXPLORE YOUR NEXT CHAPTER

ntecc911.org/join-our-team/

North Texas Emergency Communications Center • Equal Opportunity Employer