



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Accounting Clerk	Opening Date: July 15th, 2026	Application Deadline: Open until filled	Job #: 260701
Department: Tax Assessor/Collector	Starting Salary: \$20.60 - \$25.75/hr	Location: Bastrop, TX	Travel: Minimal

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: Under the supervision in the Bastrop County Tax Assessor/Collector, this position performs technical and clerical duties in support of the accounting functions of the Bastrop County Tax Assessor/Collector's office.

Knowledge, Skills and Abilities: The successful candidate will demonstrate knowledge of general accounting principles and procedures; customer service best practices; data entry and recordkeeping methods; basic arithmetic and cash-handling procedures; and standard office practices, including professional telephone etiquette. The position requires proficiency in personal computer applications, including Microsoft Office. The ideal candidate will be detail-oriented and possess excellent communication, interpersonal, analytical, organizational, and problem-solving skills. The ability to exercise sound judgment, resolve conflicts tactfully, maintain accurate records, prioritize competing responsibilities, and remain composed while delivering high-quality customer service in a fast-paced environment is essential.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

[Bastrop County Employment Application](#)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

***Job Title:** Accounting Clerk*

Department: Tax Assessor/Collections Office **FLSA Status:** Non-Exempt

Reports To: Tax Assessor/Collector

SUMMARY: Under the supervision in the Bastrop County Tax Assessor/Collector, this position performs technical and clerical duties in support of the accounting functions of the Bastrop County Tax Assessor/Collector's office.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Bastrop County Tax Assessor or other supervisory staff as directed;

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Assist with the upkeep of monthly refunds and rendition reports; assures monies are correctly listed for each entity for refund amount.
2. Receives and receipts money for transactions related to the functions of the dept. (TxDMV/TPWD/Tax); ensures the daily balance of all tills;
3. Collects property taxes for all entities; assist with posting mail & return mail;
4. Assist with ensuring the accurate reporting and collection of the County's property taxes for all entities, the accurate reporting and collection of daily, weekly, monthly and yearly financial reports pertaining to County's Motor Vehicle/ County's Texas Parks and Wildlife –registrations and titling, and assist in balancing monthly bank accounts;
5. Assist with ensuring in maintaining extensive files and records pertaining to the essential function of the department, the preparation of various correspondence and reports, and assist in researching, compiling and analyzing data for special projects as required;
6. Places, answers and transfers calls; receives visitors; provides general information and directions to the public and other County personnel in a courteous and professional manner; disseminates accurate information from telephone conversations and personal contact, and relays the information to staff accurately and in a timely manner;
7. Ensures the confidentiality and security of all information and systems pertaining to the operations of the County Tax Assessor/Collector's Office;
8. May be required to travel to various county tax office locations to provide collections support;
9. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the public;
10. Takes on additional responsibilities assigned by the supervisor.

OTHER FUNCTIONS: Regular attendance and punctuality is an essential job requirement. Performs other job related duties as directed by supervisor(s).

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

General Accounting procedures;
Professional Customer Service skills;
Applicable laws as related to the functions of the Tax Assessor/Collector's Office;
Personal Computer skills and software, including Microsoft Office;
Proper English usage, spelling, grammar and punctuation;
Telephone techniques and etiquette;
Principles and procedures of data entry and record keeping;
Basic arithmetic and cash handling procedures;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Obtain, record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Understand and follow verbal and written instructions;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Be responsible for large quantities of money;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Perform extensive research related to the functions of the department;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality and security of information encountered in work activities at all times;

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Tax Assessor/Collector Accounting Clerk

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;
Interpreting laws and regulations;
Effective interaction and communication with others;
Preparing clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

One (1) to three (3) years previous experience performing accounting duties and working with financial documents; prior experience or training related to governmental administration is preferred; or an equivalent combination of education, training and experience.

Education:

High School diploma or equivalent.

Licensing:

Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

DRUG & ALCOHOL TESTING:

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

EMPLOYMENT AT-WILL:

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.

Employee's Signature

Supervisor's Signature

Date

Date