



P.O. Box 2000, Lubbock, Texas 79457

Senior Bookkeeper

Citibus is looking for a qualified candidate to fill the position of a Senior Bookkeeper. High school diploma or G.E.D., experience with 10-key, filing, computer word processing, spreadsheets and general office/clerical duties required. Previous experience in accounts payable and receivable or other accounting experience is preferred. Duties will include accounts payable and receivable processing, fare collection verification, data entry and customer service. Must also be able to work effectively and professionally with internal/external customers both in person and on the phone. Citibus has an attractive benefits package with medical, dental and vision insurance, short-term disability and 401(k). Successful applicants must pass a non-DOT drug screen and physical.

Download application at www.citibus.com. Submit applications in person at 801 Texas Avenue or e-mail to careers@citibus.com.

Citibus is an AA/Equal Opportunity/Disability/Veteran Employer