

TAYLOR COUNTY, GEORGIA

TAYLOR COUNTY BOARD OF COMMISSIONERS

TAYLOR COUNTY HAS A FULL TIME OPENING FOR AN ACCOUNTING CLERK POSITION. THIS POSITION IS RESPONSIBLE FOR ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, ALL EMPLOYEE BENEFITS, BANK RECONCILIATION, BALANCE MONITORING, CASH RECEIPTS, WATER SYSTEM BILLING, DEPOSITS, AUDIT ASSISTANCE, AND OTHER DUTIES AS ASSIGNED. THE CANDIDATE MUST HAVE STRONG KNOWLEDGE OF ACCOUNTING AND HAVE 5 YRS. EXPERIENCE WORKING IN ACCOUNTING. PRIOR EXPERIENCE IN PAYROLL A PLUS IN ORDER TO HELP WITH THOSE DUTIES PERIODICALLY, IF NEEDED. PLEASE CALL AND MAKE AN APPOINTMENT WITH THE COUNTY MANAGER OR ASSISTANT COUNTY MANAGER AT 478/862-3336 FROM 8:00 AM UNTIL 5:00 PM M-F TO RECEIVE AN APPLICATION. ALL QUALIFIED AND INTERESTED APPLICANTS SHOULD SUBMIT A RESUME WITH THE JOB APPLICATION TO THE ASSISTANT COUNTY MANAGER. DIRECTIONS OR AN EMAIL ADDRESS WILL BE PROVIDED UPON CALLING. PLEASE CALL TO OBTAIN CONFIRMATION OF COUNTY RECEIPT OF ANY EMAILED SUBMISSIONS. SERIOUS INQUIRIES ONLY. ONLY THOSE APPLICATNS WHO MEET THE QUALIFICATIONS OF THE POSITION WILL BE CONTACTED FOR AN INTERVIEW. SALARY NEGOTIABLE.

TAYLOR COUNTY COMMISSION IS A DRUG FREE WORKPLACE AND EOE