

VACANCY ANNOUNCEMENT

DATE POSTED: 09/27/2021
CLOSING DATE: 10/07/2021 (4:00 P.M.)

DEPARTMENT: COMMISSION OFFICE
JOB TITLE: COMMISSION SECRETARY/ACCOUNTING CLERK
PAY RANGE: \$11.59 – \$12.30

MINIMUM QUALIFICATIONS: High School diploma or equivalent. Prefer some college level coursework in accounting, business administration, finance or a related field. Work experience- financial accountability & reporting experience.

KNOWLEDGE & SKILLS REQUIRED: Must have good oral & written communication skills and basic math skills. Computer skills must be above average- with the ability to train and work in Fundware Accounting Program for posting; preparation of purchase orders; checks; invoices; responsible for accounts payable; train in SAGE Program- Fixed Assets.

Application available in Commission Office.

JOB DESCRIPTION ON FILE WITH DEPARTMENT HEAD.

HENRY COUNTY COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.