

## **Job Description: Part-Time Accounting Clerk**

**Position Title:** Part-Time Accounting Clerk

**Location:** Monticello, GA

**Reports To:** Chief Accounting Officer

**Hours:** Up to 29 hours per week

**Compensation:** Based on Experience

### **Job Summary:**

Jasper County Board of Commissioners seeks a detail-oriented and organized **Part-Time Accounting Clerk** to join our finance team. The ideal candidate will assist with various accounting tasks, including data entry, maintaining financial records, and processing transactions.

### **Key Responsibilities:**

- Assist in maintaining accurate financial records by performing data entry and updating accounting software.
- Prepare and send invoices to clients and follow up on outstanding payments.
- Support the preparation of financial reports as needed.
- Assist with administrative tasks such as filing, answering phones, and responding to emails.
- Ensure compliance with county policies and accounting regulations.

### **Qualifications:**

- High school diploma or equivalent; Associate's degree in accounting or related field preferred.
- Proven experience as an Accounting Clerk or in a similar role. (Experience in governmental accounting is preferred)
- Strong attention to detail and organizational skills.
- Excellent communication skills, both written and verbal.
- Ability to work independently and manage time effectively.
- Basic understanding of bookkeeping and accounting principles.