



JOB POSTING

CLERK

TANEY COUNTY AUDITOR

Applications will be accepted until the position is filled.

JOB SUMMARY:

An assistant to the County Auditor, with the understanding of accounting and bookkeeping practices.

RESPONSIBILITIES AND DUTIES

- Record transaction activities
- Monitoring various budget accounts
- Conduct daily and monthly balancing
- Review and compare accounts payable documentation
- Reconcile reports
- Inventory property

QUALIFICATIONS AND SKILLS

- High School Diploma or GED
- Familiar with accounting systems and Microsoft Office
- Good with numbers and problem-solving
- Organized
- Detail orientated
- Work independently

SALARY: \$ 10.50 Negotiable
(qualification based)

STATUS: Full Time, 40 hours per week
Monday – Friday 8-5

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).
Applications can be obtained at www.taneycounty.org.
For information, please call (417) 546-7285.**