



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
- Answer Phone
- Monitoring various budget accounts
- Conduct daily and monthly balancing
- Review and compare accounts payable documentation
- Reconcile reports
- Inventory property in various locations; inside & outside

QUALIFICATIONS AND SKILLS

- High School Diploma or GED
- Ability to use basic office equipment, including 10 key Calculator
- Familiar with accounting systems and Microsoft Office
- Good with numbers and problem-solving
- Organized
- Detail orientated
- Work independently
- Ability to lift up to 25 pounds
- Be able to pass a background check as well as pre-employment screening

SALARY: \$ 14.04 per hour + [Benefits](#)

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.