



# **JOB POSTING**

## ***PART-TIME CLERK***

**TANEY COUNTY AUDITOR**

**Applications will be accepted until the position is filled.**

### **JOB SUMMARY:**

A Clerk 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 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 Excel
- 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

**STATUS:** Part Time; Under 1000 hours per year

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).**

**Applications can be obtained at [www.taneycounty.org](http://www.taneycounty.org).**

**For information, please call (417) 546-7285.**