

Macon County Board of Commissioners

Job Announcement

Deputy County Clerk/Deputy Finance Officer

The Macon County Board of Commissioners is now accepting applications for the position of **Deputy County Clerk/Deputy Finance Officer** for Macon County. This position is responsible for providing administrative and clerical support in the service of County government operations. **This is a full-time position.**

Areas of responsibility include: Processes and files all accounts payable, prepares monthly financial reports; Processes and reconciles payroll for County employees and elected officials; Assist in preparation of the annual budget; Enters all information in financial records systems, maintains general ledger; Coordinates county health & wellness initiative; Produces manual checks for monthly garnishments, credit union, health and life insurance; administer financials transactions for EMS operations; Assist with duties for the front office; Attends monthly Board of Commissioners meetings, records minutes;

Bachelor's degree in business administration, personnel management, accounting or closely related field preferred; supplemented by three (3) years previous experience in local government, human resources, finance or accounting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

The ideal candidate must be able to communicate well and interact with other officials, departments and agencies and proficiently perform duties as assigned. Applicant will be required to pass a physical examination, drug and alcohol test and a criminal background check.

Macon County Board of Commissioners does not discriminate on the basis of race, color, sex, age, national origin, or handicap status.

Interested applicants should submit an application and three (3) references (contact information including address, phone, email, etc) to the address below. Applications can be obtained online at www.maconcountyga.gov or from the Macon County Courthouse at 121 S. Sumter St. Oglethorpe, GA. 31068. **Deadline for application is Tuesday, September 26, 2017 at 5:00 P.M.**

Contact Information:

Macon County Board of Commissioners
c/o Regina McDuffie
P.O. Box 297 Oglethorpe, GA 31068

For additional information or questions: (478) 472-7021