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POSTED

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TIME

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BY:

Sandra K. Duckworth
SANDRA K. DUCKWORTH, COUNTY CLERK

JOB OPPORTUNITY

Newton County Auditor's Office

February 21, 2024

POSITION: Full time assistant to the County Auditor

REQUIREMENTS: High School Diploma or GED. Advanced computer skills, experience in accounts payable or bookkeeping, knowledge in budgeting; typing and filing. Must have experience dealing with the public both in person and over the phone. Must be able to travel annually for required state training.

DUTIES: Working with the budget, auditing, inputting pay vouchers, typing letters, answering the phone, dealing with vendors, timesheets and any other duties that may be required.

SALARY: Depending on Qualifications

REPORT TO: Sherry Moore - Newton County Auditor

To be considered you must complete an employment application in full and turn it into the Treasurers 'office by February 26th. If you have completed an employment application in the past year and meet the requirements, you can notify the Treasurers' office that you wish to apply for this position, and they will pull your application and put it in the group to be considered.

Note: Newton County Employees - To be considered, inform your supervisor that you are going to apply for the position and tell the County Auditor that you want to be considered for the position.

Posted February 21, 2024