



JOB OPPORTUNITY #: 461-1140

ACCOUNT SPECIALIST III
Office of Boone County Treasurer

Responsibilities: With general supervision, process daily receipts including cash, checks and electronic transfers, review bank activity and record transactions in the general ledger. Prepare journal entries. Track and reconcile unclaimed property. Process accounts payable and manual checks. Record receipt and disbursement information in spreadsheets. Assist in all general office functions including reception duties, scanning documents, and filing.

Status: Full Time, Non-Exempt, Benefitted

Working Hours: Generally 8:00 am – 5:00 pm, Monday – Friday.

Hourly Range: \$14.46 - \$15.37

Qualifications: Qualified candidate must have a high school diploma or equivalent; and a minimum of two years post-secondary education; or equivalent combination of education and experience. Must have a basic understanding of accounting. Must have strong computer skills, including experience with word processing and spreadsheet software. Must have strong attention to detail with a high degree of accuracy, and the ability to manage deadline driven tasks. Must have strong mathematical skills and the ability to analyze and solve problems. Must be able to develop and maintain cooperative working relationships with other County Departments and outside customers. Knowledge of automated accounting systems, experience handling cash and online banking also preferred.

Deadline for Application: Applications will be accepted until the position is removed.

Apply online at www.showmeboone.com or call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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