

BOARD OF COMMISSIONERS LIBERTY COUNTY

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JOB ANNOUNCEMENT

ACCOUNTING SPECIALIST Finance Department

The Liberty County Board of Commissioners is currently accepting applications for the full-time position of **Accounting Specialist** within the Finance department. This position performs specialized duties in support of the county's Accounts Payable operations.

Major duties of the position include processing invoices and associated documents; maintaining vendor information in accounting software system; reconciling monthly bills and invoices; preparing and distributing annual tax documents; assisting with preparation of journal entries and spreadsheets; and assisting with various annual audits. Performs other related duties as assigned.

All applicants must possess a High School Diploma (or equivalent) and have at least three (3) years of relevant experience. An Associate's Degree in a related course of study is highly preferred. Applicants must be proficient in Microsoft Word and Excel, and be able to engage with the public, staff and other officials in a professional manner. Attention to detail and accuracy are essential for this position.

This is a full-time position at pay grade 14A, \$18.09/hour (\$37,627 annually). Liberty County government offers competitive salaries and a generous benefits package to full-time, permanent employees, which includes: 401(a) retirement plan with employer match, 12 paid holidays, paid vacation and sick leave, low-cost health insurance, life insurance, flexible spending account, and wellness program.

Employment applications may be obtained online at www.libertycountyga.com under Quick Links: Employment; or at the Human Resources office in the Courthouse Annex, 112 North Main St., Room 2213, Hinesville, Georgia. Completed and signed applications must be returned to that office by **5:00 P.M., October 29, 2020** via fax, mail or in-person. Selected applicants will be notified. Liberty County BOC is an equal opportunity employer.

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