

## Notice

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of Highway Department Account Clerk. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960 until the close of business on February 12, 2016

**Job Summary:** Under the general supervision of the county engineer, the employee performs bookkeeping and reception duties, as well as administrative assistance to the Highway Department. The employee performs as a receptionist in a professional manner, representing the county in a positive manner. The employee also performs administrative tasks to assist in the effective and efficient operation of the department.

**Minimum Qualifications:** High school diploma or GED. College level courses in accounting, bookkeeping or office management are preferred. Associates Degree in accounting, bookkeeping or office management is preferred. A minimum of three years of professional work experience in an office. Must be bonded and have a current and valid Alabama Drivers License.

**Essential Functions:** General bookkeeping functions. Prepares and issues purchase orders and invoices, financial documents, monitor account balances and transfers, maintain job costs, employee activities, equipment for jobs, work orders, reconcile accounts payable and receivable, process sign and pipe orders, process budget reports, responds to general public in person and over the telephone, interacts with vendors and sales people, prepare and mail out bids, prepare injury reports .

**Knowledge and Skills:** Knowledge of County rules, regulations, policies and procedures, County facility locations, road and bridge systems, safety rules, effective verbal skills, comprehensive reading skills, math skills, ability to operate office equipment and systems and complete assignments.

**Salary and Benefits:** Starting salary is \$14.02 per hour. Salary is negotiable based on successful applicant's related experience, education and training. Successful applicant will be awarded county benefits. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.