



## WALTON COUNTY BOARD OF COMMISSIONERS

### Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655  
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us  
Monday – Friday 8:00 a.m. – 5:00 p.m.

## JOB OPPORTUNITY Internal and External Notification

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**POSITION TITLE:** Accounting Associate, Senior FY15-34

**DEPARTMENT:** Tax Commissioner's Office

**ENTRY SALARY:** \$16.70 – per hour, plus benefits

**PAY GRADE:** 16

**REQUIREMENTS:** Perform all accounting functions relating to property taxes, tags and title tax received into the Office of the Walton County Tax Commissioner. Duties and responsibilities include, but are not limited to, review and reconciliation of accounts, overseeing all accounting procedures, making monthly disbursements for the tax and tag departments, assisting in the preparation of the annual budget, assisting the Tax Commissioner in the compilation of data for preparation of the tax digest. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

**MINIMUM QUALIFICATIONS:** Associate's degree in Accounting or related field required, and a minimum of three years experience performing accounting, bookkeeping, and financial analysis, preferably within a local government, with some experience at the supervisory level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be proficient in Quick Books, Excel, and Microsoft Word.

**DEADLINE FOR APPLICATIONS:** 5:00 PM – November 3, 2014

**REPLY TO:** Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

**POSTED: 10/20/2014**