



# 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 Technician FY16-89 **DEPARTMENT:** Finance

**ENTRY SALARY:** \$13.49 per hour, plus benefits **PAY GRADE:** 11

**REQUIREMENTS:** Performs various accounting and bookkeeping tasks to assist in facilitating the financial activities of Walton County. Tasks include processes invoices for payment, assist with payroll processing, perform routine accounts payable and receivable duties, and complete basic office tasks for the department.  
**RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

**MINIMUM QUALIFICATIONS:** High school diploma or equivalent with vocational or technical school training in accounting and/or bookkeeping and a minimum of one to two years experience performing routine accounting, bookkeeping, and payroll processing activities in a governmental setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**DEADLINE FOR APPLICATIONS:** UNTIL FILLED

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

**POSTED: 06/10/2016**