

Giles County Financial Management is accepting resumes for the position of Accounting Clerk. An accounting degree is preferred. A drug test and background check are also required.

For job description contact Beth Moore-Sumners at bmsumners@gilescountytn.gov or call the Finance Office at 931-363-5486, Monday through Friday 8:00 a.m. until 4:00 p.m.

All resumes must be submitted by Friday, October 22, 2021 by 3:00 p.m.

Giles County is an equal opportunity employer and shall comply with all applicable laws regarding equal employment opportunities for all job applicants and shall not discriminate on the basis of national origin, race, color, religion, age, handicap, or sex.

ACCOUNTING CLERK

Nature of Work

The position of Accounting Clerk works under the supervision of the Finance Director. Duties may include:

- Payroll preparation and processing
- Accounts payable
- Grants management
- Capital Assets Compilation
- Purchasing
- Other duties as assigned

Job requirements

- High school diploma required. Accounting degree preferred or three years accounting experience
- Complete or comprehensive understanding of accounting practices and procedures
- Ability to act responsibly and ethically when working with sensitive county and employee financial information
- Willingness and ability to comply with Financial Management Policies and Procedures
- Computer literacy for keying information into various computers and software programs
- Proficient in Microsoft Excel, Word and PowerPoint
- Excellent organization skills
- Attentive to detail
- Professional and courteous when working with the public, county officials and other county employees
- Solid communication skills, with proficiency in speaking and writing
- Time management skills
- Good working knowledge of office equipment