Bookkeeper – Claiborne County

The Claiborne County Finance Department is accepting applications for a bookkeeper position.

Applicants must have a minimum of a high school diploma or GED equivalent. Applicants should have excellent general office skills, knowledge of Microsoft Excel, and ability to maintain confidentiality. Knowledge and skills preferred in areas of accounts payable, payroll processing and use of financial software.

Deadline for applications is until the position is filled with a start date immediately.

Apply online using the County Employment Application at: claibornecountytn.gov/employment.

For assistance, call 423-626-6006.