

BUDGET/GENERAL LEDGER ASSISTANT – CAMPBELL COUNTY FINANCE DEPARTMENT

Overview

Campbell County is in upper East Tennessee. The County Finance Department oversees purchasing, accounting, budgeting, payroll, personnel and employee benefits for Campbell County Government. The Budget/General Ledger Assistant provides support to both the budgeting and accounting functions. We seek a highly skilled and motivated individual to join our team.

Duties

- Post journal and accounting entries into financial system
- Run financial reports and distribute to departments
- Assist with fixed asset entries
- Assist General Ledger Supervisor on various tasks
- Assist in preparation and posting of budget amendments
- Assist with federal and state grant reimbursement submittals
- Maintain personnel, revenue and expenditure budget worksheets
- Assist in annual budget preparation

Qualifications

- Knowledge of accounting principles and practices
- Proficiency with MS Office applications, especially Excel
- Skill in compiling, maintaining and analyzing data in different formats
- Skill in conducting thorough analytical work
- Ability to work in a fast-paced environment while managing multiple tasks and meeting deadlines
- Excellent communication skills, both written and verbal

Preferred Qualifications

- A degree in finance, accounting or a related field, or an equivalent combination of experience and training
- Experience in local government bookkeeping
- Experience using financial/accounting software

We invite qualified candidates to apply for this opportunity.

Salary: \$51,033 to \$55,746 annually

Expected hours: 40 per week

Benefits:

- Health insurance
- Dental insurance
- Vision insurance

- Life insurance
- Paid time off
- Retirement plan

Schedule: 8 hour shift, Monday to Friday

Work Location: In person; 555 Main Street, Jacksboro, TN 37757