

**Full-Time Opening for Finance Clerk**

**Closing Date: January 16, 2020**

**Salary: \$35,000 – \$38,000**

The Jefferson County Clerk's office is seeking a motivated professional to provide support to the payroll and accounts payable positions.

Interested candidate must have a basic knowledge of payroll and accounts payable processes, be able to analyze information, have accurate data entry skills, strong attention to detail, keep confidentiality, possess thoroughness, and have an understanding of general math and creating/maintaining Excel spreadsheets. Must have excellent verbal and written communication skills. Previous experience with Tyler/Munis is preferred.

High school diploma required. Minimum of 3-5 years' work experience in related field preferred.

Applicant must submit a resume and three professional references to Nikki Painter via email to [npainter@jeffersoncountywv.org](mailto:npainter@jeffersoncountywv.org).