

Job Title: Assistant Finance Clerk (Full-Time)

Salary: \$35,000 – \$40,000

The Jefferson County Clerk's Office is seeking a motivated and detail-oriented professional to join our team as an Assistant Finance Clerk. This position provides essential support to payroll and accounts payable functions within the office.

Responsibilities:

- Assist with payroll and accounts payable processing
- Perform accurate data entry and maintain financial records
- Analyze information and verify accuracy of transactions
- Prepare and maintain Excel spreadsheets
- Handle confidential information with discretion
- Communicate effectively with staff and vendors

Qualifications:

- High school diploma required
- 1–3 years of related work experience preferred
- Basic knowledge of payroll and accounts payable processes
- Proficiency in Excel and general math skills
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Experience with Tyler/Munis software preferred

Benefits:

We offer a comprehensive benefits package, including:

- Health, vision, dental, and life insurance
- Enrollment in the West Virginia Public Employee Retirement System (PERS)
- Paid vacation, sick leave, and holidays

Application Deadline:

All applications must be submitted by 5:00 p.m. on November 7, 2025.

How to Apply:

Submit your resume to Nikki Painter at npainter@jeffersoncountywv.org with "Assistant Finance Clerk" in the subject line.