



**BROOKS COUNTY BOARD OF COMMISSIONERS
QUITMAN, GA
POSITION ANNOUNCEMENT**

The Brooks County Board of Commissioners is currently accepting applications for the position of:

Accounts Receivable/County Clerk Assistant, Administrative Building, Brooks County, Georgia

Starting salary range: \$ 21.82 hourly (Commensurate of Experience/Qualifications)

FLSA Status: Hourly/Non-Exempt

Reports To: County Clerk

Position Purpose: The Accounts Receivable/County Clerk Assistant assists in the preparation and maintenance of all County records including contracts and ordinances. They are responsible for the preparation of minutes of all Board of Commissioners meetings in the Clerk's absence, and other administrative duties assigned by the County Clerk, Board of Commissioners and the County Administrator. Primary role being to assist with Accounts Receivable and reconciliation of accounts.

DUTIES AND RESPONSIBILITIES:

Responsibilities:

- Prepare and post meeting notices, public hearings, in addition to other legal notices as required by law.
- Distribute the Board actions to the Constitutional Officers, Department Heads, Accounts Payable and anyone who requests it by appropriate means.
- Assist the Clerk in receiving petitions, communications, telephone calls, and personal visits relative to Board activities then channels all requests for information to the County Administrator.
- Assists the Clerk in preparing the informational notebooks for the Board meetings.
- Maintains a filing system for all County records.
- Participate in the reporting and maintenance of the ACCG retirement census and status reporting.
- Open Record Requests.
- Submit accident and incident and related reports to the insurance company.
- Assist with property claims and lawsuits.
- Set up bank accounts, get signature, and coordinate with banks as needed.
- Assist the Clerk in managing accounts receivable using accounting software and other programs.
- Assist the Clerk in ensuring that deposits are posted to the books in a timely and accurate manner, adhering to departmental procedures.
- Processing transactions and performing accounting duties such as account maintenance, recording entries, and reconciling books of accounts.
- Perform other related duties as directed by the County Administrator.

Knowledge, Skills, Responsibilities:

- Knowledge of organizational functions of local government.
- Ability to write specific correspondences and reports and secures cooperation with other government entities.
- Knowledge and fundamentals of record keeping and accounting.
- Records custodian of County records, contracts, leases, documents, etc.
- Maintain an inventory of County assets for purposes of titling and insuring.
- Make hotel reservations for Commissioners and employees; handles registration for training and conferences for Commissioners, Attorneys, Administrator, etc.

County Clerk Requirements and Certifications:

- High School diploma/GED
- Degree in Government Administration, Business or related field is preferred.
- At least (3) years' experience in Government, preferably with (2) years accounting experience.
- Knowledgeable in all areas of Microsoft Office.
- Valid driver's license.
- Must be able to pass a background check and drug screen.
- Strong attention to detail.
- Strong organizational skills.

BENEFITS:

- After thirty (30) days, Employer provides full health, vision, and dental care.
- After the probationary period of ninety (90) days is satisfied, Employer will provide paid vacation and sick leave.
- Paid Holidays.

Brooks County, Ga. is an equal opportunity employer that offers a healthy work environment and benefits. Full scope of position and application for employment can be found at <https://brookscountyga.gov/career-opportunities/apply> Applications will be accepted by website submission, email, mail or through Indeed.com until the position is filled.

Brooks County Board of Commissioners
Attn: Kim Daniels, HR Coordinator
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