

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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PHONE: 540.394-2007

ADMINISTRATIVE ASSISTANT

Montgomery County Department of Social Services
Montgomery County, Virginia
#540154-3

Montgomery County Department of Social Services seeks qualified applicants for the position of Administrative Assistant. Successful candidate will work as part of the finance team. Position responsibilities include but are not limited to: processing accounts payable, payroll data entry, including leave entry and reconciliation, monthly reconciliation and reporting of financial data to various state and local agencies, report of collections, inventory control, and vendor and in-home services tax reporting. Candidate will also provide clerical support and EBT issuance.

Position requires high school diploma/GED and one year of college or vocational school education with coursework in accounting. Position requires strong attention to detail, excellent computer skills, strong customer relations and organizational skills, and the ability to work well in a team environment. Relevant Department of Social Services experience preferred.

Salary \$35,226/yr. with excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, wellness program and more). Qualified applicants should apply online with resume at: <http://www.montgomerycountyva.gov/jobs> by **Monday, December 28, 2020** to be considered. For more information or to request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender/orientation, national origin, disability or protected veteran status.

