

## **Rockbridge County seeks an Accounting Clerk**

Rockbridge County is searching for an accounting clerk with strong customer service and interpersonal skills. This position will be responsible for performing intermediate administrative duties for the Fiscal Services Department. Essential functions include: processing invoices for payment, managing accounts receivable invoices, overseeing the central stores account, coordinating with 1099 vendors, and assisting with auditing and payroll functions. Preferred qualifications include: experience working with vendors, County departments, and the general public, working across an organizational structure, and knowledge of accounting or billing procedures, principles, and methods.

Candidates must have a high school diploma or GED and considerable experience in bookkeeping, accounting, or an office setting, or equivalent combination of education and experience. A valid Virginia Driver's License is required.

Starting salary is \$32,852. Rockbridge County offers a competitive benefits package including paid holidays/vacation/sick leave and participation in the Virginia Retirement System. Open until filled with preference given to applications received by April 30th. Please visit [www.rockbridgecountyva.gov](http://www.rockbridgecountyva.gov) for job description and application.

***Resume and cover letter must be included with applications.***

Rockbridge County is an equal opportunity employer.