

Marion County Board of Commissioners Hiring, Deputy County Clerk. This position reports to the County Clerk. Three to Five years of accounting and or bookkeeping experience required. Sage 50 software experience preferred.

- Account Payable & Receivables
- Purchasing/Supplies
- Strong Customer Service
- Researches and locates documentation and information for internal and external customers
- Answers internal phone calls and handle or transfers as needed
- Will be responsible for our Solid Waste department, payments, work orders and collections as needed. This is billed out quarterly.
- Will need to assist and serve as back up for County Clerk in her absence.
- Other duties as assigned by County Clerk.

Please visit Marioncountyga.org to fill out application or visit us in person at the County office.