

Marion County Board of Commissioners Hiring, Assistant Deputy Clerk. This position reports to the County Clerk. Three years of accounting and or bookkeeping experience preferred. Sage 50 software experience would be a great asset.

- 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 need to assist with the Solid Waste department, payments, work orders and collections as needed. This is billed out quarterly.
- Will need to assist with administrative tasks as assigned
by the County Clerk.

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