

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.

- 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 and serve as back up for County Clerk in her absence.
- Other duties as assigned by County Clerk.

Please visit [Marioncountyga.org](http://Marioncountyga.org) to fill out application or visit us in person at the County office.