



EMPLOYMENT OPPORTUNITY

BOOKKEEPER / ACCOUNTANT Wythe County Treasurer's Office

The Wythe County Treasurer is accepting applications for the **full-time** position of a Bookkeeper/Accountant. Applicant must have thorough experience and knowledge in bookkeeping, accounting, clerical, and administrative work to support office operations and have knowledge of office practices and procedures. The applicant shall also have strong skills in the following: using computers and software including Microsoft Office, problem-solving, verbal and written communications, money handling, and multi-tasking with the ability to work in a seasonally fast-paced environment. The candidate will possess the ability to perform routine duties including recording daily transactions and journal entries; processing, summarizing, and reconciling fiscal/accounting-related data; and creating and analyzing reports and accounts. The position also provides support to other office positions as needed and handles other duties as assigned. Must have the ability to communicate with and assist the public on a daily basis and maintain working relationships with office personnel.

Associate's degree in Accounting preferred or the equivalent work-related experience in an accounting position. Governmental accounting experience is preferred. The salary is **\$45,358** plus the County benefits package. Employment benefits include health insurance, retirement, annual and sick leave, and paid holidays. Related employment tests may be administered during an employment interview. Upon acceptance of the position, the individual must submit to and pass a criminal background investigation.

To apply – submit a completed Wythe County employment application and a resume outlining the applicant's ability to perform the job. Letters of recommendation may be submitted and cannot be from Wythe County employees or officials. Applications may be downloaded from the Wythe County website (www.wytheco.org), Resources section then choose Employment or may be obtained from the Treasurer's Office. **To be considered for the position, all documents must be returned directly to the Wythe County Treasurer's Office:** via email – wythecotreasurer@gmail.com, by mail, or in person to Wythe County Treasurer, Attn: Bookkeeper / Accountant Position, 290 South 6th Street – Suite 250, Wytheville, VA 24382. Applications will be accepted until the position is filled.

This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor. We reserve the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.