

# Wilcox County Board of Commissioners

## “Accounting Clerk”

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Wilcox County Board of Commissioners is seeking applications for the position “ACCOUNTS ACCOUNTING CLERK”. Interested parties should mail their resume along with a completed job application which can be found on the county website under job employment opportunity. [www.wilcoxcountygeorgia.com](http://www.wilcoxcountygeorgia.com). Additional details of the job description and responsibilities can be viewed on the county website under job announcements.

You may mail your application and resume to the address at the Commissioner’s Office 103 North Broad Street. Abbeville GA. 31001. You may also email your application and resume to Michael Pomirko at [mpomirko@wilcoxcountygeorgia.com](mailto:mpomirko@wilcoxcountygeorgia.com) The “PART TIME ACCOUNTS CLERK” will open on April 29, 2024 at the start of business .Applications and Resume will be accepted until the close of business on Friday, May 17, 2024 eastern standard time.

Wilcox County is an Equal Opportunity Employer and a Drug Free Workplace.

- Reconciliation all accounts.
- Insurance Assets Inventory
- Five year history
- Budget Amendments
- E-911 accounting oversight (Quarterly payments)
- Pitney Bowes machine & upkeep.
- Gas Report
- Purchase Orders
- Capital Assets Inventory by department.
- Scanning
- Maintain Website
- Safety Coordinator (Inspections, training employees, policies, & meetings) – Helps lower insurance.
- Batch transactions closing out the month
- School Resource Officer Billing
- Job Description & Pay scales
- Five year history/Budget preparation secondary.