

# Wilcox County Board of Commissioners

## “Accounts Payable Clerk”

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Wilcox County Board of Commissioners is seeking applications for the position “PART TIME ACCOUNTS PAYABLE CLERK”. Interested parties should mail their resume along with a completed job application which can be found on the county website under 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 PAYABLE 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.

- Accounts Payable (50 to 60 + checks per week).
- Detail by division report
- Billing (City of Rochelle) for gas related to Community Service Center.
- Billing (Middle GA Action Agency) related power and water bill split.
- Audit spreadsheet on account payable
- Scanning
- Journal Entries
- Credit Card Billing
- SPLOST Report/Breakdown
- Order Check and supplies office
- Educational/Lodging Coordinator (All Departments/Employees)
- Other billing for departments when needed.
- Maintain County website.
- Transit Documentation and compliance.