



Rogers County Job Opportunity

If interested please complete an application and return in person to the Rogers County Treasurer's office.

Title: Deputy Treasurer (Bookkeeping/Accounting)	Department: Treasurer
Reports to: Treasurer	FLSA Status: Non-Exempt
Pay: Based Upon Experience	Full Time/Part Time/Temp: Full-Time
Position Posted: 12/3/2018	Posting Closes: Until filled

Position Profile

- The Deputy is responsible for accounting and bookkeeping operations for Rogers County Treasurer. The Deputy is to perform a variety of day-to-day accounting duties related to the accounting and financial records of the County. The Deputy also need the ability to work and communicate with staff, vendors, community and governmental agencies, etc. to meet their needs in a professional, polite, courteous and cooperative manner. The Deputy should be familiar with fund accounting as well as reconciling and balancing between accounts/funds.
- A successful candidate enjoys reviewing numbers and spreadsheets most of the day.
- A successful candidate needs to have a great personality and enjoy working with others in an open office setting.

Qualifications and Requirements

- Must be 18 years of age or older with a high school diploma or GED equivalent.
- Must be able to pass a pre-employment drug and background screening.
- Preferred associate's or bachelor's degree in accounting or similar field of study.
- Nonprofit or governmental accounting experience preferred but not required.
- Proficiency in Microsoft Excel, Word, and accounting software, but not required upon hire.

Physical Demands

Must be able to speak and communicate clearly. Normal physical demands are expected: sitting throughout the day, using a keyboard, looking at a computer screen, communicating with the public and courthouse staff members.

Notice:

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Rogers County is an equal opportunity employer