

Camden County Bookkeeping/Payroll/Accounting

Camden County is searching for a qualified and energetic team member to fill a full-time bookkeeping position.

Responsibilities may include, but not limited to the following:

- Accounts receivable/Accounts payable
- Reconciling accounts
- Preparing financial reports for review
- Preparing and/or reviewing deposits
- Basic office duties
- Prepare information for annual financial audits
- Audited daily on all of the above. Checks and balances are required in this office

Expected Areas of Competence:

- Typing and 10-key Accuracy
- Strong organizational skills
- Great attention to detail
- Extensive experience with Excel
- Strong written and oral communication skills
- Ability to multitask and prioritize
- Ability to work with multiple departments
- Be familiar with the effects of debits and credits
- Have an understanding of payroll and associated expenses
- Be a part of a team, yet be self-motivated
- Ability to learn our accounting software program

Education/Experience:

- Minimum 5 years financial bookkeeping
- High School Diploma or equivalent required

Submit application/resume to Camden County HR, 1 Court Circle NW, Ste. 18, Camdenton, MO

Drug testing and background check is required. This is a full-time job Monday-Friday 8:30 to 4:30 (one hour lunch)

Camden County provides the following benefit package: Employee Health, County sponsored Retirement, Vacation, Sick days, two personal days, paid birthday, 12 paid holidays (Camden County follows the Missouri State holiday calendar.) Vision, Dental, Life insurance, Short/Long Term Disability, etc. are available at employee cost.

Salary will depend on experience. Camden County is an Equal Opportunity Employer.