

JOB OPENING – BOOKKEEPER/ACCOUNTANT - TIPTON COUNTY SHERIFF'S OFFICE

BOOKKEEPER/ACCOUNTANT

The duties of this position include, but are not limited to: coding receipts, preparing bills for payment, handling telephone inquiries, opening incoming mail. Performs typing and other clerical work as assigned.

Qualifications include, but are not limited to:

- * Be a citizen of the United States
- * Be at least 21 years of age or older
- * Minimum two year degree in accounting or equivalent related field
- * Possess a valid Tennessee driver license,
- * No felony or serious misdemeanor criminal record,
- * Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States,
- * Experience preferred in financial system and budgets, financial reporting, financial data analysis, advising on financial decisions
- * Above Average Proficiency in Microsoft Excel a must
- * Knowledge of accounting principles and practices
- * Knowledge of principles and methods of bookkeeping
- * Knowledge of applicable laws, codes and regulations
- * Knowledge and experience of related computer applications

Salary range - \$35,000 - \$40,000 depending on experience. Work week is Monday – Friday, 8 a.m. – 5 p.m. some Saturdays as required.

• Applications may be obtained at the Tipton County Sheriff's Office, 1801 South College Street, Covington, TN 38019, Monday through Friday, except holidays, from 8 AM until 5 PM or by downloading a copy at: http://www.tiptonco.com/doc.../TCSO_Employment_Application.pdf Application period for this position will open Monday, 06 March 2017 at 8 AM and will close Monday, 17 April, 2017 at 5 PM. No applications for this position will be accepted after this period.

The Tipton County Sheriff's Office is an Equal Opportunity Employer