

**CARBON COUNTY
FULL TIME POSITION
CLERK AND RECORDER'S OFFICE**

POSITION: Payroll/Accounts payable clerk in the Clerk and Recorder's Office

START DATE: September 4, 2018

JOB DESCRIPTION: Process and issue paychecks and statements, distribute payroll deductions, process monthly, quarterly, and annual required reports. Maintain accounts payable records generating warrants and maintaining vendor records, prepare 1099 forms annually. Perform a variety of clerical and administrative functions in support of County staff.

QUALIFICATIONS: The job requires an Associate's degree in accounting or a related field, with course work in business, math, accounting, bookkeeping and record keeping; and one-year payroll and accounts payable experience. Equivalencies include education and experience equivalent to a high school diploma or GED and (3) three years related experience.

APPLICATIONS: May be obtained from the Carbon County Clerk and Recorder's office or online at <http://co.carbon.mt.us/employment>. Please see reasonable accommodations and employment preference on application. In addition, a cover letter is requested to share how your education, experience, knowledge, skills, and abilities meet the necessary qualifications for this position. Applications will be accepted until 5:00 P.M. on Friday July 20, 2018 at the Clerk and Recorder's office in the Carbon County Administration Building, 17 West 11th Street, Red Lodge, Montana or P.O. Box 887, Red Lodge, MT 59068.

Equal Opportunity Employer

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