

City of Ocilla
Accepting Applications
for
Assistant Accounting Clerk Position

Minimum Qualification: Office Accounting Certificate
Maximum Qualification: Associate Degree in Accounting.

Must be a U.S. Citizen.

Must have a High School Diploma or GED;

Must be able to follow established procedures;

Must have strong computer skills (Word, Excel, and Quick Books), strong math skills, strong oral communication skills, be very organized, detail oriented, and able to multi-task;

Must be able to work with the public;

Must be willing to submit to a drug test, physical, polygraph, and background check.

Job duties include receiving utility bill and tax payments, filing, answering the phone, payroll, accounts payable and accounts receivable.

Work hours will be 8:00 a.m. until 5:00 p.m. Monday – Friday

Hourly pay will be based on degree and/or experience.

Applications can be picked up at the City Municipal Services Building
111 N. Irwin Avenue Ocilla, GA 31774.

Contact Person: City Clerk Lucile Middlebrooks 229 468 5141

The City of Ocilla is a Drug Free Workplace and an Equal Opportunity Employer that endorses the Americans with Disabilities Act. A background will be processed.

Applications will be accepted until the position is filled.