

WILLACY COUNTY JOB ANNOUNCEMENT

ACCOUNTS PAYABLE ASSISTANT - Performs various bookkeeping and clerical duties in support of the County's Accounts Payable functions such as, but not limited to, the overall computerized processing of Accounts Payable and Purchase Orders, and Other Related Functions.

Position performs various duties in support of the County Auditor's functions. Prepare required reports for County Auditor, State, and Federal Agencies.

High School Graduate or GED required. Minimum one-year experience in a professional setting. Preferred education and experience in the accounting profession. Knowledge of basic bookkeeping principles, accounts payable, and purchasing.

At least one-year experience involving Computerized Accounts Payable. At least six months experience with WINDOWS environment to include EXCEL spreadsheets, Microsoft WORD, and Outlook. Use calculator (by touch) at medium speed.

Position requires the ability to work accurately under pressure and meet deadlines. Candidates with equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

Details related to qualifications, duties & responsibilities, and online submission is available at the County's website:

<https://www.co.willacy.tx.us/>

Willacy County is an Equal Opportunity Employer and complies with the American with Disabilities Act.