

Finance Clerk

The Suwannee County Clerk of Circuit Court Finance Office is seeking a self-motivated individual to join our team. The successful candidate must have previous experience in a finance and/or clerical related position and have excellent communication skills. Previous experience processing accounts payable transactions is preferred. Primary job duties will include data input of financial transactions, maintaining and filing financial records, greeting and directing Finance Office visitors and assisting in answering phone calls. This person should have a clean driving record with a reliable means of transportation and should be able to lift up to 20 pounds. A background check will be required before the candidate is hired. This is a full-time position with full County employee benefits. Starting pay for this position is \$11-\$13 per hour depending on qualifications. Normal working hours will be Monday - Friday 8:00 AM - 4:30 PM.

Interested candidates should visit the Employment section of the Suwannee County Clerk of Court website at www.suwgov.org to download an employment application. Completed applications and resumes or questions about the position should be e-mailed to keithg@suwgov.org. Applications and resumes may also be dropped off or mailed to the Clerk Finance Office at 906 North Ohio Ave, Live Oak, FL 32064. Applications must be received by November 20, 2020 to be considered.