



## RUNNELS COUNTY JOB POSTING

**POSITION TITLE:** Full Time / Assistant Treasurer

**BENEFITS:** Holidays, Vacation, Personal, Sick Leave, Retirement, Insurance

**REPORTS TO:** County Treasurer

**SALARY:** \$34,283.47 annually

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

High School diploma or equivalent; minimum one-year experience in general office work and clerical skills; general knowledge of bookkeeping and accounting principles; payroll experience; 10-key to touch; ability to create and use Word and Excel documents; computer and data entry skills with a high level of accuracy; must be organized and able to multi-task and have time management, communication and customer service skills. This employee must be bondable.

**DUTIES:** Accounts Receivable and Payable experience preferred  
Human Resource experience preferred  
Payroll  
Quarterly and Annual Reporting  
Typing/Data Entry; 10-key experience and accuracy  
Word and Excel experience preferred  
Answer phones, handle multi-task environment; have time management, communication and customer service skills  
Work will involve confidential information  
Moderate lifting (10-50 lbs.)  
Carry out all other duties not listed herein that might be required by the County Treasurer for proper operation of the department

Applications may be picked up at:  
Runnels County Treasurer's Office  
613 Hutchings Avenue, Room 304  
Ballinger, TX 76821

**Or download** from Runnels County website – [www.co.runnels.tx.us](http://www.co.runnels.tx.us); Employment Opportunities tab

Applications **MUST** be returned by mail or hand delivered to the Runnels County Treasurer's Office.

Deadline to submit application: December 15, 2022