The Schley County Board of Commission is looking for a competent Office Clerk to perform various administrative and clerical tasks.

**Responsibilities:**

* Maintaining files and records so they remain updated and easily accessible
* Sorting and distributing incoming mail and prepare outgoing mail
* Answering phones, take messages, or redirect calls to appropriate department
* Utilize office equipment such as photocopier, printers, fax, etc. and computers for word processing, spreadsheet creation etc.
* Receive all Accounts Receivables and prepare for payments
* Perform basic bookkeeping tasks and issue invoices, checks, etc.
* Monitor office supplies and report when reorder is needed.
* Perform other office duties as assigned.

**Requirements:**

* Proven experience as office clerk or other clerical position
* Familiarity with office procedures and basic accounting principles
* Working knowledge of office devices and processes
* Very good knowledge of MS Office
* Excellent communication skills
* Good organizational skills and ability to multi-task
* High school diploma and previous administrative experience is a plus

To apply, email [schleyclerk@windstream.net](mailto:schleyclerk@windstream.net) for an application or stop by 14 S Broad Street to get a hard copy.