



\*\*\*\*\***JOB ANNOUNCEMENT**\*\*\*\*\*

POSITION: **Fiscal Clerk**

COMPONENT: **Administration**

QUALIFICATION/  
REQUIREMENTS: Associates degree in Accounting, finance, business administration or related field equivalent. Two (2) to five (5) years related experience and /or training. Must have thorough knowledge of overall general accounting duties. Plus have knowledge of accounting practices and procedures. Must have math and fiscal abilities and comprehension. Must have proficient working knowledge of computers and computer programs, i.e. QuickBooks non-profits, ADP Payroll processing experience, accounting software, and Windows packages (Word, PowerPoint, Excel, Outlook, etc.). Must be able to maintain the confidentiality of any and all matters associated with the organization and with any partnerships associated with the organization. Must be able to follow oral and written instructions, read, analyze, and interpret federal, state and local regulations and/or guidelines. Must be able to read analyze, and interpret federal, state, and local regulations and/or guidelines. Ability to be pleasant with others on the job and display a cool natured cooperative attitude.

BENEFITS: Regular full time employees are currently eligible for medical, dental and life insurance; paid holidays and paid time off (PTO).

SALARY RANGE: \$12.77 - \$17.92 (Hourly Salary Range)

HOURS: 8:30 am – 5:00 pm (Monday – Friday)

BACKGROUND  
CHECK REQUIREMENTS: **MUST HAVE CRIMINAL BACKGROUND AND RECEIVE A  
SATISFACTORY CRIMINAL FINGERPRINT BACKGROUND  
CHECK FROM DECAL.**

**MUST PASS A SUBSTANCE ABUSE TESTING AND REFERENCES REQUIRED, E.O.E.**

**RESUMES/APPLICATIONS ACCEPTED AT CLAYTON COUNTY C.S.A., INC.  
1000 MAIN STREET, P. O. BOX 1808  
FOREST PARK, GEORGIA 30289-1808**

**Applications must be received or postmarked by the closing date Friday November 13, 2020.  
Late applications will not be considered.**

***“Equal Opportunity Employer”***