

EMPLOYMENT NOTICE

The Waller County Treasurer's office is taking applications for the position of Chief Deputy Treasurer at the maximum pay rate of \$20.72 per hour commensurate with relevant experience. Applications are available on the Waller County website at www.co.waller.tx.us. All applications should be returned with a resume by one of the following methods:

1. In person to 836 Austin Street #316, Hempstead
2. By fax to 979-826-7709
3. By email to j.sargent@wallercounty.us

Applicant must:

- a. Have a minimum of five years of clerical experience, with two of those being directly related to accounting.
- b. Have good personal interactive and organizational skills.
- c. Be a serious, dedicated professional and able to work as a team player in a small office environment.
- d. Have the ability to maintain confidentiality of certain information.
- e. Successfully complete a skills assessment test.
- f. Have proficient knowledge, understanding and experience in:
 1. Accounting, bookkeeping, and fiscal record keeping.
 2. Accounts payable and receivable.
 3. Office procedures and equipment.
 4. Microsoft Word and Excel.

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex, or handicap.

Position available 02/07/2018
Applications Accepted Until 01/22/2018

Not all applicants will be interviewed