

## **Job Announcement**

### **Washington County Board of County Commissioners**

**Position Title:** FT Finance/Human Resource Team Member

**Hours:** Core Operating Hrs.

**Date of Publication:** June 12<sup>th</sup> & June 19<sup>th</sup>

The Board of County Commissioners will be accepting applications for a full time, 40 hrs. per week with benefits Finance/Human Resource Team Member. This position will be available immediately at a salary to be determined and based upon experience and qualifications. Responsibilities include but are not limited to, entering detailed information for county operations; payroll processing; processing accounts payable vouchers; learning human resource functions; processing the planning & zoning requests; organizing material for the county budget preparation and other detail oriented tasks associated with the finance and human resource office of the county. Candidate will possess the ability to develop strong people skills. Must be organized, detail oriented and accurate, possess good oral communications skills and grammar; be professional in appearance, pleasant, courteous and possess the ability to work as a team member. This person will report directly to the Commissioner in Charge of the Finance Department.

Experience should include a general knowledge and/or background in accounting, payroll, general office administration, human resources, and governmental operations. This position requires a very detail oriented individual. Written applications must be received at the Commissioner's Office at 150 Ash Ave. Akron, CO 80720 by 4:30 p.m. on June 26, 2018.

Washington County provides an excellent benefits package to its employees and is an equal opportunity employer.