

 The seal of Early County, Georgia, is circular with a blue border. The words "EARLY COUNTY" are written in white at the top, "18" on the left and right sides, and "GEORGIA" at the bottom. The center features a photograph of a white, classical-style building with a dome, likely the county courthouse.	Job Description: Reports to: Date:	Accounts Payable Clerk County Administrator 07/08/2024
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Position Summary:

The Accounts Payable Clerk will be responsible for accurately processing and managing the county's accounts payable transactions and payroll. Attention to detail, organizational skills, and knowledge of financial procedures will contribute to the efficient operation of the county's financial processes and ensure timely payment of invoices to vendors and service providers.

Hours: Monday – Friday 8am – 5pm

Requirements: Accounts Payable experience

Desired Qualifications: Payroll experience

Starting Salary \$15.50 per hour