

Accounts Payable Technician

The County of Amelia is accepting applications for a temporary part-time position for an Accounts Payable Technician. The successful applicant shall be able to perform all accounts payable activities. This includes ensuring all vendor claims are audited and paid in a timely manner, monthly and annual reports preparation, and accurate data entry. A working knowledge of BAI Municipal Software, Inc. or other like product is preferred. The successful applicant must have and maintain a valid Virginia driver's license. Position salary is in wage band 3 (\$20,000 to \$35,000) and shall be based on qualifications. Interested individuals shall obtain an employment application and a detailed job description from either the Office of the County Administrator, 16360 Dunn Street Suite 101. This information can be obtained as well from the Amelia County website (www.ameliacova.com) under the "jobs" tab. Applications can be returned to the Office of the County Administrator, 16360 Dunn Street Suite 101 until 5:00 PM on May 31, 2019. Amelia County is an EOE and maintains a drug free workplace. Drug testing and background check is required. Questions about the application process can be addressed to the Amelia County Administrator's office at (804) 561 3039.