

TREASURER'S OFFICE

COUNTY OF AMELIA

FISCAL ASSISTANT

The Treasurer of Amelia County is currently accepting applications for a Fiscal Assistant. This is part time position of 16 hours/week requiring flexibility in hours at various times of the year;

Duties include but are not limited to the following: Accept payments both in person, by mail and online for real estate, personal property, state taxes and business licenses. Sell dog tags and decals. Receive building permit payments, septic permit payments, proffer payments. Receive funds from all County agencies. Balance cash at end of day. Prepare tax bills and delinquent notices as needed for customer inquiries. Assemble data for a variety of reports. Answer phones; relay information, understand procedures with the ability to explain to customers. Make bank deposits.

Qualifications include knowledge of Word, Excel, generally accepted accounting practices, ability to compose business letters, perform computations with reasonable speed and accuracy. The ability to communicate effectively with others in giving and obtaining information. Customer service and STRONG computer skills a must.

Possession of a high school, vocational or business school diploma indicating a basic clerical education necessary for performance of financially related work or experience and training related to the position's duties.

Applications may be obtained at the Office of the Treasurer, 16360 Dunn Street, Suite 103, Amelia, VA or from the County website....www.ameliacova.com. Click on Job Opportunities.

Applications will be accepted through 4:30 p.m., Friday, May 18, 2018 at the Amelia County Treasurer's Office.

Salary: Based on experience.

The Amelia County Treasurer's Office is an equal opportunity employer (EOE).

