

DALLAS COUNTY COMMISSION

HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES DIRECTOR:
ELIZABETH B. RUSSELL

JOB ANNOUNCEMENT

ACCOUNTANT

Dallas County is seeking a candidate for the position of Accountant. Position is fulltime and offers employee benefits. Beginning annual salary will be \$40,000.00 with a 5% increase upon successful completion of 6-month probationary period. Duties will include financial statement preparation, budgeting, journal entry preparation, fiscal year audit report and other duties as assigned by County Administrator. Candidate must be computer literate with experience in Excel and ability to learn other accounting software. Must possess versatile capabilities, with the ability to multi-task and exhibit strong work ethic.

Education and Experience: Candidate must possess a Bachelor's Degree in Accounting with knowledge of accounting principles and practices. Must have knowledge of complete general ledger operations and ability to analyze accounts and assist with monthly and year-end closings. Education should include familiarity with full general ledger operations, including Accounts Payable, Accounts Receivable, Purchasing and Payroll.

**APPLICATIONS WILL BE TAKEN IN THE HUMAN RESOURCES DEPARTMENT
IN THE DALLAS COUNTY COURTHOUSE ANNEX AT 102 CHURCH STREET, SELMA,
AL, OR ON OUR WEBSITE WWW.DALLASCOUNTY-AL.ORG.**

APPLICATIONS WILL BE ACCEPTED UNTIL NEEDS ARE MET.

DALLAS COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER