

FRANK A. HICKMAN
CHAIRMAN

DIANE KILPATRICK
COUNTY ADMINISTRATOR

DENNIS MCCALL
COUNTY ENGINEER



COMMISSIONERS:

JOEY PEAVY, DISTRICT 1
JESSE F. MCWILLIAMS, III, DISTRICT 2
FRANK A. HICKMAN, DISTRICT 3
ALLIN WHITTLE, DISTRICT 4
DARRELL SANDERS, DISTRICT 5

BUTLER COUNTY COMMISSION

202 PATSALIGA ST
P.O. BOX 756
GREENVILLE, ALABAMA 36037
(334) 382-3612 Phone (334) 382-3506 Fax
e-mail butlercc@butlercoal.us
www.butlercountyal.com

The Butler County Commission is taking applications for an experienced full-time Accounts Payable/Clerical Clerk.

Job Qualifications

Must have secretarial, accounting and computer knowledge and experience.

Job Summary

This job requires individual to perform accounting, financial and administrative support functions. Individual has accounts payable duties, issues purchase orders and reviews documentation for the correct information before payment is made from any governmental funds. Prepares monthly expenditure reports for each department in relation to approved budgets. Tracks inventory and inventory control with various departments. Types various correspondence and Minutes of the Commission Meetings. Performs other duties as required.

Salary is based on prior experience and qualifications

Applications may be picked up in the Butler County Commission Office

Deadline for receiving applications is 4:00 p.m. August 1, 2017

Send Resume to:
Diane Kilpatrick, County Administrator
P.O. Box 756
Greenville, AL 36037
dok@butlercoal.us

"Butler County is an Equal Opportunity Employer"