

Finance Unit Clerk
NHAC

Salary GS 4-1 \$33,243.00

This position is responsible for maintaining the Financial Unit's filing system and scanning all incoming disbursement documents. Will also function as the full telephone/receptionist backup. High school graduate or related experience within a business and/or an accounting office environment. Administrative skills and understanding of record keeping and data entry, as well as a working knowledge of Excel and Access are desirable. This position requires extensive time sitting at a computer workstation, extensive time standing and moderate lifting, up to 35 pounds.

Please e-mail your resumes to Jackie Serra at jxserra@nhac.org.

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