

ACCOUNTS PAYABLE CLERK

The Rice County Clerk's office is accepting applications for an Accounts Payable Clerk. The position requirements include a high school diploma or GED with one to two years of general office experience. Proficiency required in general accounting procedures, ability to multi-task as we are a multi-faceted office, PC operations with experience in Excel and Word, ten-key and other related office equipment. Application form and job description available at the County Clerk's Office, Courthouse. All applications due by Friday, May 4th at 5 p.m. EOE