**ASSISTANT POSITION IN AUDITOR’S OFFICE**

\*RESPONSIBLE FOR ENTERING AND PAYING ACCOUNTS PAYABLE IN TIMELY MANNER

\*RESPONSIBLE FOR ANSWERING AND DIRECTING PHONE CALLS AND INQUIRIES

\*MUST HAVE ACCOUNTING EXPERIENCE

\*MUST BE COMPUTER PROFICIENT

\*MUST BE ABLE TO MULTI-TASK

\*MUST BE A TEAM PLAYER THAT IS ABLE TO FUNCTION IN A FAST PACE OFFICE

PICK UP APPLICATION IN THE TREASURER’S OFFICE OR ONLINE @

[www.co.scurry.tx.us](http://www.co.scurry.tx.us)

Turn application and resume into the Auditor’s office or email to angela.sanchez@co.scurry.tx.us