



Human Resources

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **ACCOUNTS PAYABLE PROCESSOR**
DEPARTMENT: County Treasurer
DATE POSTED: March 6, 2025
CLOSING DATE: March 15, 2025
HIRING SALARY: **\$17.55 per hour**

POSITION OVERVIEW

Coordinates and performs a variety of functions in support of the daily operations of the County Treasurer's Office including accounts payable processes, general bookkeeping, travel/expense reimbursements, vendor accounts and other related administrative and bookkeeping tasks. Performs other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

High School Diploma/equivalent and 2 years accounting/bookkeeping, accounts payable, or related experience required. Must have knowledge of general accounting principles, standard computer software applications a public service attitude with the ability to interact in a courteous and professional manner with a wide variety of individuals.

LICENSE / CERTIFICATION

Valid Texas Driver's License

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life
PTO/Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Monday-Friday 8am-5pm

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATION TO:

HARRISON COUNTY HUMAN RESOURCES
200 W Houston St, Room 328
Marshall, TX 75670
hrassist@co.harrison.tx.us

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