



Adams County Clerk
500 W 4th St; STE 109
Hastings, NE 68901
Phone: 402-461-7107
www.adamscounty.org

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Deputy Clerk
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EMPLOYMENT OPPORTUNITY ADAMS COUNTY CLERK'S OFFICE ACCOUNTS PAYABLE CLERK

The Adams County Clerk's Office serves both the employees of Adams County as well as the public. This office is in charge of employee payroll, accounts payable, county inventory, plays a roll in county budget preparations, recording of all County Board of Commissioners Minutes, Resolutions and Board of Equalization records. This office services the public by issuing marriage licenses, filing military discharge records and authorizing special designated liquor license applications. The Adams County Clerk also assumes the role of the Adams County Election Commissioner. Election duties may include registering the public to vote, maintaining all voter files, assist with election preparation (*may be required to lift up to 40 lbs*), recruiting and placing poll workers and assisting early voting requests via walk in traffic or by mail. Extended hours may be required during the election season and will be required on election nights. A valid driver's license and reliable transportation are required as employees from the Adams County Clerk's office may be dispatched out to polling locations during election days. It is required that employees be a registered voter in Adams County.

- Position Available:** Accounts Payable Clerk with advancement opportunities to include payroll
This is a nonexempt full-time position
- Hours:** Monday – Friday 9:00 am to 5:00 pm. Extended hours may be required during certain times of the year
- Benefits:** Full benefit package including 100% paid insurance for employees, county funded HRA plan, group discounted vision and dental insurance available, twelve paid holidays, vacation and sick leave.
- Compensation:** \$14.75 - \$16.60 depending on experience

We are looking to hire an Accounts Payable Clerk to process invoices and claims from other departments in an accurate, efficient and timely manner.

- Maintain large number of vendor accounts while following policies and procedures; reporting needed changes

- Utilize computer software for data entry and records management
- Review and reconcile invoice discrepancies
- Address and respond to vendor inquiries
- Contribute to team effort by accomplishing related results as needed

Skills and qualifications would include:

- Knowledge of basic accounting principles
- Accurate and meticulous data entry
- Strong clerical, administrative and general office skills
- Exceptional calculation and memory skills
- Strong organizational and time management skills

This position offers the opportunity for advancement, which would include payroll duties. Hiring preference will be given to a candidate with a background in payroll processing.

Please submit Adams County Employment Application (available at www.adamscounty.org or in the clerk's office) WITH cover letter, resume and references in person or by mail to:

**Adams County Clerk
500 W 4th St Ste 109
Hastings, NE 68901**

**Applicants missing required documents will not be considered. Position will remain open until filled.
Adams County complies with all veteran preference laws and is an equal opportunity employer.**