

Hall County Dept of Corrections BOOKKEEPER

The Hall County Dept. of Corrections is seeking a full-time Bookkeeper. This position requires a person with strong bookkeeping skills including payroll, budgets, accounts payable and receivable, a good work ethic, and the ability to multitask, prioritize, and be organized. Successful candidates will establish and maintain effective working relationships with other employees and the general public, effectively communicating orally and in writing. Software used in this position includes ADP, Excel, Microsoft Word, QuickBooks, and Spillman. This position answers directly to the Executive Assistant and assists in carrying out the mission of the Department of Corrections. Hall County does not discriminate based on race, color, national origin, sex, religion, age, or disability in employment or provision of services. Veteran's preference is available. Applicants must complete a Hall County employment application and return it with an updated resume and cover letter to: the Hall County Dept. of Corrections, Attn: Executive Assistant Judy, 110 Public Safety Dr., Grand Island, NE 68801. Or to judyw@hallcountyne.gov Applications and job descriptions are available online at hallcountyne.gov. For questions, contact Executive Assistant Judy at 308-385-5206, ext. 2461, or email hcdcjobs@hallcountyne.gov

The position is open until filled