

JOB POSTING

Position Title	Accounting Assistant - Finance
Department	Finance
Shift	Part Time – days (12-15 hours a week)
Salary (Optional)	\$15.00 an hour
Brief Job Description	Performs accounting and auditing of various expenditures for County departments. Assist Finance Director with accounting functions including financial reports (internal and external), audits and financial analysis.
Education Requirements	An Associate’s degree in Accountancy or Finance or an equivalent combination of education and experience.
Additional Comments	To perform this job successfully, an individual must be detailed oriented and be able to perform each duty satisfactorily. The individual must possess an intermediate knowledge of accounting and finance and be proficient in the use of accounting and spreadsheet software.
Instructions for Applying	Please send completed application to: Livingston County Human Resources 112 W. Madison Street, Room 202 Pontiac, IL 61764 Download application at: www.livingstoncountyil.gov Click on “About Livingston”, and then click on Employment.
Application Deadline	4/30/2021