

FANNIN COUNTY EMPLOYMENT NOTICE

- Position:** Fannin County Auditor's Office has immediate opening for a motivated, detail oriented individual with great interpersonal skills to assist in the execution of all aspects of the Auditor's Office.
- Duties:** Answer all incoming calls for multiple lines and offices. Perform general office duties as well as audits and reconciliation of bank statements. Perform other business related duties when necessary in a timely manner.
- Qualifications:** Must have excellent computer skills, including Microsoft Word, Excel and QuickBooks. Familiarity with financial computer systems.
- Requirements:** High school diploma acceptable; college level accounting preferred. Valid and active driver's license. Two years' experience in bookkeeping/accounting role. Must pass pre-employment background check. Physical requirements include occasional lifting/carrying up to 25 lbs.
- Benefits:** Excellent retirement, vacation, sick leave, and paid holidays. Salary TBD
- Application is available on Fannin County website: www.co.fannin.tx.us under job openings, or may be picked up at Treasurer's or Auditor's office located 200 E. 1st Street, Bonham TX 75418.
- Completed application and resume must be submitted in writing, via fax, mail, email or in person directly to:

Alicia Whipple
Interim Fannin County Auditor
Mailing address:
Fannin County Courthouse
101 East Sam Rayburn Drive, Suite 303
Bonham, Texas 75418
Physical address:
200 East 1st Street
Bonham, Texas 75418
903-583-7451 Office
903-640-5806 Fax
awhipple@fanninco.net

Closing Date: Open until filled