

## **RECEPTIONIST/ACCOUNTING CLERK**

The Haralson County Commissioners Office will be hiring an office/accounting clerk. Candidate must have a high school diploma or equivalent and be proficient in Microsoft Word, Excel, & general computer skills. Job requires good customer service skills, ability to work in a busy environment and some accounting duties. Hours are 8-5, Monday – Friday with occasional evening meetings. Must have a clean background check and good credit history. Qualified candidates will also be required to pass a performance interview. For more information, contact the Haralson County Commissioners office at 770-646-2002.

Haralson County is an Equal Opportunity Employer.  
Haralson County has a Zero Tolerance Drug Policy.