

**Pierce County Board of Education
Vacancy Announcement
September 26, 2022**

Title: Bookkeeper

Location: Pierce County Board of Education

Reports to: Director of Finance and Human Resources

Minimum Qualifications:

- Possess bachelor's degree in finance or accounting
- Experience with governmental accounting is preferred (2 or more years)
- Knowledge of bookkeeping/office procedures
- Possess above average knowledge of general office procedures.
- Excellent recommendations from previous employers.
- Ability to demonstrate high professional and ethical standards.
- Ability to demonstrate clear and concise written and oral communication skills.
- Possess effective organizational skills and personal characteristics
- Possess above average computer competencies and familiarity with emerging technologies.

Application Process: To complete the online application go to
www.applitrack.com/piercecounty/onlineapp/

Deadline for Applications: Open Until Filled

For further information, please contact:

Ms. Melanie Helms, Director of Finance and Human Resources
Pierce County Board of Education
834 E. Main Street
Blackshear, GA 31516
Telephone: (912)449-2044
E-mail: melaniehelms@pierce.k12.ga.us

The Pierce County Board of Education does not discriminate on the basis of race, creed, color, national origin, sex, age, religion or disabling condition in educational programs, activities or employment.