

Medina County Treasurer's Office is hiring a Full time Clerk. Responsibilities include assisting with accounts payable and accounts receivable, cash receipts, and other tasks as assigned. Applicants should have accurate high-volume data entry skills, attention to detail and organization, with ability to multi-task in a fast-paced work environment. Position requires accounting software experience, preferably in a governmental setting, Excel and Word proficiency, and 10-key and data-entry speed and accuracy. Educational background—HS diploma or GED required, Applications are available at www.medinacountytexas.org. Applications can be faxed to 830-426-3811 or emailed to olga.covarrubias@medinacountytexas.org

Medina County is an Equal Employment Opportunity employer.