**POSITION AVAILABLE**

The Clay County Schools are accepting applications for the position of

**BOOKKEEPER/RECEPTIONIST**

Duties to include, but not limited to, keeping accurate accounts of monies collected & disbursed at the schools; using computer software to maintain school activity accounts; preparing all school related vendor checks for payments; reconciling monthly bank statements; and maintaining a professional demeanor at all times.

Knowledge and proficiency of Microsoft Word and Microsoft Excel are required. High school diploma/GED required.

Must be fingerprinted and consent to a records search paid for by applicant. Applicant must be of good moral character.

Position is full-time with benefits. Deadline for applications is November 30, 2023. Applications may be picked up or completed at the Clay County Board of Education office located at 105 Washington St., N., Suite, 1, Fort Gaines, GA 39851. EOE