

# **BOOKKEEPING POSITION**

## **RUSH COUNTY CLERK'S OFFICE**

- Has knowledge of bookkeeping and familiar with general accounting principles.
- Attention to detail and thorough.
- Good Customer service and communication skills.
- Basic computer skills.
- Organizational & problem-solving skills.
- Honest and able to work with discretion.
- Maintain accurate financial records.
- Willing to learn various job functions.
- Pass background check and drug screen.

Resumes are to be sent to:

Human Resources

or email to:

Rush County Courthouse

[tpersonett@rushcounty.in.gov](mailto:tpersonett@rushcounty.in.gov)

101 East 2<sup>nd</sup> Street

Rushville IN 46173

Will be accepting Resume's through June 9, 2023