

Accounting Technician

The City of Leesburg is accepting applications for the position of Accounting Technician. The City of Leesburg is an equal opportunity Employer. Under the general direction of the Finance Director, this position is to perform work in maintaining all governmental financial records. Balance books and compiles reports to show such information as cash receipts and expenditures and accounts payable receivable. Support and process information/documentation relating to Departments and City Manager requirements. The salary range is \$32,899.53 to \$50,994.30. Minimum qualification requires a high school diploma; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by three (3) years previous experience and /or training that includes office administration. More information is available on our website www.cityofleesburgga.com. Send Resumes to City of Leesburg, P.O. Box 890, Leesburg, GA 31763 or email to cheryl.allison@cityofleesburgga.com or bob.alexander@cityofleesburgga.com.