

The City of Euharlee, GA is looking for an Assistant City Clerk. Under the City Clerk's direction, the ACC will perform the following essential functions: AP/AR; processing payroll; records management; benefits administration and other duties. Bachelor's degree preferred. Must possess exceptional administrative skills, including: proficiency in Excel & Word; working knowledge of Payroll and Accounting software. To be considered, send a cover letter and resume to: cbanks@euharlee.com or mail to: City of Euharlee, Attn: Carolyn T. Banks, 30 Burge's Mill Road, Euharlee, GA 30145. Please review the complete job description on the website www.euharlee.com . **No walk-ins, phone calls, or agency inquiries please.**