**PUBLIC NOTICE**

**EMPLOYMENT OPPORTUNITY**

**ASSISTANT SECRETARY TREASURER**

**JOB DESCRIPTION-DUTIES**

JOB TITLE: Assistant Secretary Treasurer, Sabine Parish Police Jury

EMPLOYMENT STATUS: Full Time

EDUCATION: Bachelor of Science in Accounting, as a minimum.

EXPERIENCE: Five (5) years of prior accounting experience is required. Working knowledge of governmental accounting generally accepted accounting principles, GASB Pronouncements, and laws affecting local governments is preferred.

JOB DUTIES AND FUNCTIONS: Perform a variety of complex professional, administrative, and technical accounting and finance functions in maintaining the fiscal records and systems of the Parish.

Assist the Secretary Treasurer in the oversight of payroll, accounts payable, accounts receivable, and information technologies.

Assist the Secretary Treasurer in month and year end closing, budget preparation, and other accounting functions as necessary.

COMPENSATION: Will be determined based on qualifications.

Interested applicants should mail their resume’ to the Sabine Parish Police Jury, Attention Secretary Treasurer, 400 S. Capitol Street, Room 101, Many, LA 71449 or email it to bill@sabinepolicejury.com no later than 10:00 a.m. February 28, 2022.