

## **Job Posting**

**Position:** Accounts Payable Clerk

**Location:** Bowie County Auditor's Office, New Boston, TX

**Responsibilities:** Process invoices in a timely and accurate manner, compare purchase orders to invoices, ensure invoices are within departmental budgets, vendor account maintenance, ensure credit memos are received, and prepare reports for commissioner's court. Other duties as assigned.

**Qualifications:** Must possess a high school diploma or equivalent. Must be able to operate a personal computer and associated software including Microsoft Excel and Word. Minimum of one-year clerical experience required.

Applications are online at [co.bowie.tx.us](http://co.bowie.tx.us) under the Employment Opportunities tab. Applications and resumes can be emailed to [payroll@bowiecounty.org](mailto:payroll@bowiecounty.org) or you may turn them in to the Bowie County Auditor located at the Bowie County Courthouse, 710 James Bowie Drive, New Boston, TX 75570.