



The Jefferson County Sheriff's Department is seeking a detail-oriented and dependable **Accounting Coordinator** to support the department's financial operations.

**Duties and Responsibilities include, but are not limited to:**

- Processing accounts payable and receivable
- Maintaining accurate financial records and reports
- Assisting with budget tracking and reconciliations
- Preparing invoices, purchase orders, and payment documentation
- Coordinating with county finance offices and vendors
- Ensuring compliance with county, state, and departmental policies

**Minimum Qualifications:**

- High school diploma or GED required; associate degree in accounting, finance, or a related field preferred
- Previous accounting, bookkeeping, or financial clerical experience
- Proficiency in Microsoft Office, especially Excel
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and work independently

**Additional Requirements:**

- Successful background check
- Ability to work in a law enforcement environment

**Salary:**

Commensurate with experience and qualifications.

Applications may be obtained from the Jefferson County Board of Commissioners' Office and/or online at [www.jeffersoncountyga.gov](http://www.jeffersoncountyga.gov). Please submit applications and resumes to:

Jefferson County Board of Commissioners' Office  
Attn: Bonnie Wells, County Clerk  
1200 School Street  
Louisville, GA 30434

Or by e-mail at:

[bwells@jeffersoncountyga.gov](mailto:bwells@jeffersoncountyga.gov)

*Jefferson County is an equal-opportunity employer and service provider.*

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