

**FISCAL ASSISTANT
BRUNSWICK COUNTY TREASURER'S OFFICE**

To perform clerical, fiscal and accounting-related work in Brunswick County Treasurer's Office.

QUALIFICATIONS INCLUDE:

Related experience in governmental accounting/bookkeeping

Ability to communicate effectively with the public

Good reasoning/analytical skills and ability to handle multiple tasks simultaneously

Ability to use effectively, with speed and accuracy, various office machines including calculator, typewriter, and computer

Ability to work with large sums of money with speed and accuracy

Strong eye for detail and eagerness to learn

Computer knowledge and experience—IBM system AS400

Associates degree preferred

APPLICANTS MAY APPLY BY SENDING A COMPLETED STATE APPLICATION TO TREASURER OF BRUNSWICK COUNTY, 228 N MAIN ST, ROOM 104, LAWRENCEVILLE, VA 23868. DEADLINE FOR SUBMITTING APPLICATIONS IS FRIDAY, MARCH 20, 2020 AT 5:00 P.M.

An Equal Opportunity Employer