



Otero County
Department of Human Services
is accepting applications for
Account Clerk

- This position is primarily responsible for providing skilled accounting and office clerical work.
- The position maintains and analyzes fund accounts, monitors, reviews, and projects expenditures in a variety of programs.
- Reviews transactions to assure conformity to statutes, rules, regulations, and procedures.
- This position will be the primary contact for the Adult Unit for auditors.
- Responsibilities also include preparing regular statistical reports, monthly payroll, and responsibility for training, implementing, and data entry.
- The successful applicant will have strong accounting and analytic skills and must be proficient in spreadsheets and other computer programs.
- Associate degree from an accredited institution and 2 years of relevant experience is required. Substitutions will be considered.
- The expected salary range is \$38,883 - \$42,616 annually and is negotiable depending on experience.
- Review of applications will begin February 1, 2024.
- Complete description and applications can be obtained through the **Colorado Workforce Center**.
- EOE.