

Job Announcements

The City of Geneva is accepting applications for the position of Accounting Clerk. This is advanced clerical and accounting work in maintaining varied and complex financial records, and providing financial, clerical, and customer support to the City Clerk's Office. Qualifications required include graduation from a standard high school or GED; preferred degree in accounting or three (3) to five (5) years full-time experience in bookkeeping; one (1) year experience in data processing, typing and 10-key proficiency, computer literacy, spreadsheet and word processing.

Excellent benefit package: Alabama state retirement, BC/BS health/dental/vision insurance (100% employee paid and 50% family), holidays, paid time off and life insurance.

Applications are available in the City Clerk's office at City Hall or on the City's website at genevaal.gov. Applications should be sealed and returned to the City Clerk's Office or emailed to ljohnson@genevaal.gov. Applicants may be required to take a test to determine general knowledge of accounting. Position will remain open until filled.

Copy of job description is available on line.

The City is a Drug Free Workplace, EOE and E-Verify employer.