

JEFFERSON COUNTY: Jefferson County seeks a permanent, full-time Administrative Financial Specialist for the Madison-Jefferson County Extension Office in Whitehall, Montana. The position provides support to the Extension Office as well as the Jefferson Local Development Corporation (JLDC). This position is the primary contact for the JLDC in a supportive and financial administrative role. Position requires knowledge and experience with modern office management procedures. Responsible for maintaining and operating the QuickBooks financial database for the office, which includes processing and posting financial records, reconciling bank statements and administering payroll. Must have current knowledge of financial and accounting practices, QuickBooks, Microsoft Office products and using the Internet. Responsible for marketing events and educational workshops using a wide variety of communication tools such as email, web sites and creation of promotional posters. Must communicate effectively orally and in writing with correct grammar and composition. Must have excellent customer service skills. Salary DOQ/E but typically starts \$17.12. If interested, please submit a letter of interest, resume, and county application, which can be found on the county web-site at www.jeffersoncounty-mt.gov, to Micky Zurcher, MSU Extension, 103 West Legion, PO Box 1079, Whitehall MT 59759-1079. Applications must be received by October 13, 2017 at 5 p.m.

Incomplete applications materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.