

NOW HIRING

Position Announcement: Personnel/Bookkeeping Clerk

Claiborne County Finance Department

Job description

Claiborne County is in upper East Tennessee. The County Finance Department oversees purchasing, accounting, payroll, personnel and employee benefits for Claiborne County Government. This position will be the lead for all personnel functions of the Finance Department for the County Government, including administrative tasks related to hiring and benefits.

Duties:

- Onboarding employees, ensuring required forms and information are provided
- Maintaining personnel records and managing employee changes
- Oversee insurance and other benefits enrollment
- Make monthly benefit payments to vendors
- Reconciliation of benefit invoices and liability accounts to ensure accuracy
- Managing employee leave administration
- Worker compensation and unemployment compensation claims
- Backup for accounts payable and payroll staff

Qualifications:

- Experience with personnel duties and responsibilities
- Knowledge of accounting principles and practices
- Proficiency with MS Office applications, especially Excel
- Excellent attention to detail and accuracy in data entry and record keeping
- Ability to prioritize tasks and meet deadlines
- Strong analytical skills for account analysis and reconciliation tasks
- Excellent communication skills, both written and verbal

Preferred Qualifications:

- A degree in personnel, human resources or a related field is preferred but not required. Relevant work experience will also be considered.
- A degree in accounting or a related field is not required, but is preferred
- Experience as a bookkeeper or in a similar role
- Experience using financial/accounting software
- Familiarity with payroll processing and understanding of payroll tax requirements

We offer competitive compensation based on experience.

If you meet the qualifications listed above, please submit your resume for consideration.

Job Type: Full-time

Salary: up to \$15.96 per hour; \$33,200 annually

Expected hours: 40 per week

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Physical setting: Office

Schedule: 8 hour shift, Monday to Friday

Experience: Personnel and Bookkeeping: 1 year (Preferred)

Work Location: In person

Start date: July 2025

Please email your resume to financedirector@claibornecountyttn.gov or submit an online application by visiting <https://claibornecountyttn.gov/employment/>. The Claiborne County Finance Department is an EEO employer. Applications will be accepted until the position is filled.