

We are Hiring!

Accounting Specialist

JOB DUTIES

- Performs a wide variety of accounting/bookkeeping/billing and clerical duties.
Reviewing & Reconciling Financial Records
- Perform data entry & scanning
- Marketing, website management, & flyer design
- Office manager duties
- Administrative assistant duties

GENERAL INFO

- Desired: Associates degree in accounting, finance, or related field & 2 years of experience
- Starting hourly rate - \$22.26 - \$23.70 based on experience
- Excellent benefits package
- Equal Opportunity Employer

To request an application:

Email: molsen@co.richland.nd.us

Phone: 701-642-7704

Website: www.co.richland.nd.us



Richland County
Health Department

Prevent. Promote. Protect.