Smyth County is currently seeking applications for the position of Administrative Assistant.

Under the direction of the County Administrator, the successful applicant shall perform clerical and accounting support services using accepted accounting principles and practices. Position is of a responsible nature, requiring interpretations and understanding of established policies governing county operations and programs, and the handling of confidential matters. The Assistant compiles, processes, and maintains accounts payable records and other financial documents. Duties include processing daily accounts payable transactions, verifying approval on all invoices, preparing invoice batches, entering payment invoices into the accounting system, and preparing both automated and manual checks. Assistant will update and maintain vendor database and records; reconcile vendor statements, prepare correspondence and maintain all accounts payable files. The successful applicant shall also perform record keeping and correspondence for the Board of Supervisors and advisory committees under the direction of the County Administrator. Duties include compiling information and preparing agendas for meetings. Distributing accurate information to staff in a timely manner. Assembling information for reports, bulletins, addresses, articles, or special reports. Scheduling committee meetings recording minutes of meetings, distributing minutes after review; following-up on action items. Other duties as assigned.

Graduation from an accredited college with a minimum of an Associate's Degree in Accounting or Business Administration or related field. Bachelor’s Degree preferred. Experience in government, public administration, accounting, and clerical experience preferred. Knowledge of AS400 a plus.

Basic accounting knowledge and analytical skills. Ability to keep and maintain records. Requires demonstrated time management skills and ability to meet deadlines. Thorough knowledge of business arithmetic, English, spelling and punctuation. Proficiency in Microsoft Office. Office management skills including knowledge of office equipment, practices, and procedures. Considerable knowledge of county operations and organizations a plus. Ability to deal tactfully, courteously, and professionally with elected officials, staff, and the public. Ability to establish harmonious working relationships with others. Work is reviewed for completeness and accuracy.

**Annual Salary:** DOQ with full County benefits.

Applications for employment available online at [www.smythcounty.org](http://www.smythcounty.org). Please submit applications to the County Administrator's Office, Attn Human Resources, 121 Bagley Circle, Suite 100, Marion, VA 24354. **COMPLETED APPLICATION MUST ACCOMPANY RESUMES.**

**Deadline to apply:** March 23, 2020.

SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.