



**Office of Bedford County Human Resources
1 Public Square, Suite 101
Shelbyville, TN 37160**

Bookkeeper

The Bedford County Circuit Court Clerk has an opening for **Bookkeeper**. This position performs accounting/financial work for payments made to Circuit Court Clerk's Office and Office personnel recordkeeping.

Duties and responsibilities include recording check and cash receipts, reconciling checks to daily revenue reports, and preparation of daily bank deposits. Reconciling cash drawers daily. Researches and resolves any accounting problems. Responsible for monthly bank reconciliation. Processes non-sufficient fund checks, making account adjustment and notifying parties of check status. Works with State auditors.

Maintain records of employees' sick, vacation and personnel time. Prepare employee time sheets.

Basic Qualifications:

Must possess a minimum of a High School diploma. An Associate's Degree in Accounting, Finance, Business Management preferred.

Should have a minimum of two (2) years of experience and/or training involving governmental accounting, general accounting, bookkeeping, and personal computer operations.

Please visit www.bedfordcountyttn.org to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

John Boutwell, HR Director
Bedford County Mayor's Office
1 Public Square, Suite 101
Shelbyville, TN 37160

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