

**DEPUTY CLERK - BOOKKEEPER**  
**Upshur County Clerk**

The Upshur County Clerk is accepting applications for a Deputy Clerk - Bookkeeper. This is a full-time benefited position. The salary will be based on experience and education. Responsibilities include, but are not limited to the following: general Deputy Clerk duties, payroll administration with related monthly, quarterly, and annual reports including all IRS filings, processing accounts payable, budget preparation and reporting, preparing reports and gathering information for annual financial statement and assist with tasks as assigned by the clerk. Individuals may obtain an application from the County Clerk's Office located on the first floor of the Upshur County Courthouse, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Applications will be considered until position is filled. Please send completed application, resume and letter of interest to:

Office of the County Clerk  
Carol J. Smith, County Clerk  
40 West Main Street, Room 101  
Buckhannon, WV 26201

Applicant must be well organized, able to work with minimal supervision, work well with the public, and be proficient in the use of Excel spreadsheets. Prior experience or education in accounting is beneficial and preferred.

Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to race, creed, color, national origin, sex, age or disability. Upshur County has established a drug free and tobacco free work environment.

Please see [www.upshurcounty.org](http://www.upshurcounty.org) for a PDF application.

**APPROVED**  
**MAR 30 2023**  
UPSHUR COUNTY COMMISSION  
*[Signature]*