



## **FULL TIME POSITION AVAILABLE**

The Gaines County Auditor is seeking an experienced bookkeeper. The successful applicant will perform Accounts Payable, Bookkeeping, Auditing, General Clerical duties and perform any other duties required by the Auditor. The successful applicant must have current work experience in the field, demonstrate their knowledge of bookkeeping/accounts payable processes to high level and prove a thorough working knowledge of office equipment including 10 key proficiency and the ability to efficiently operate a computer and all applicable programs including the full Microsoft Office group of products. They will be expected to be open to learning new things, have great communication skills, have a positive and respectable attitude and work well with others. The position will be filled when a fully qualified applicant is found. Excellent benefits package and salary (based on experience) available for the right applicant. Applications may be picked up in the Gaines County Auditor's Office, Gaines County Courthouse, 101 S. Main St., Room 207, Seminole, TX 73960. Please return completed application and resume to the Auditor's Office.

**POSTING OPENS: JUNE 03, 2025**

**POSTING CLOSES: JUNE 24, 2025**