

The Wakulla County Board of County Commissioners is accepting applications for a full-time Billing and Collections Specialist position. Qualified applicants must have high school education, some college preferred, computer knowledge, accounting experience needed plus three years experience in collections, must be able to perform advanced financial tasks, must be able to manage and organize the procedures for all county invoices. This person will be responsible for collections and billings for water, sewage, gasoline, road paving, ambulance billings and also special project billing. The standard work week will be from 8am-5pm, M-F. To apply, send a Wakulla County application to Human Resources, P.O. Box 1263, Crawfordville, FL 32326. Applications may be obtained by visiting our website at www.mywakulla.com or at the County Administrator's office. If you have questions, you may contact Colleen Skipper at 850-926-0919. Drug screening is required. Veteran's preference will be given to qualified applicants. Wakulla County is an Affirmative Action/Equal Opportunity Employer. Closing date is November 22, 2006.