Job Announcement

The City of Geneva is accepting applications for the position of bookkeeper. This is advanced clerical and accounting work in maintaining varied and complex financial records, and providing financial, clerical, and customer support to the City Clerk’s Office. Qualifications required include graduation from a standard high school or GED; three (3) years full-time experience in bookkeeping and data processing, typing and 10-key proficiency, computer literacy, spreadsheet and word processing.

Excellent benefit package: Alabama state retirement, BC/BS health insurance, holidays, paid time off and life insurance.

Applications are available in the City Clerk’s office at City Hall. Applicants will be required to take a test to determine general knowledge of accounting. Position will remain open until position is filled.

The City is a Drug Free Workplace, EOE and E-Verify employer.