



## **Project Accountant/Clerical**

**Adams County Highway Department is currently accepting applications for a Project Accountant/Clerical out of our Main Shop. Applicants shall submit a resume to 415 N Adams Central Ave. Juniata, NE 68895 or by email to [gschmidt@adamscountyne.gov](mailto:gschmidt@adamscountyne.gov). Position is open until filled. EOE. A full job description is available by contacting the Adams County Highway Department.**

### **Requirements:**

**Must be 18 years of age. Must have good written and communication skills. Must be proficient in using a computer using various software or programs especially but not limited to Microsoft Excel and Microsoft Word. Must be able to pass a pre-employment drug/alcohol test and a Physical Assessment Screening.**

### **Essential Duties:**

**Performs a variety of clerical tasks that involve project tracking, inventory of materials, permit tracking and other items that relate to day-to-day functions of the Highway Department.**

### **Benefits:**

**Starting pay is commensurate with experience. We offer a competitive wage, Health Insurance, Paid Vacation, Paid Sick leave, Retirement and 13 paid holidays. Work weeks Mon – Thurs 7:00-5:30 from April to October and Mon – Fri 7:30-4:00 November to March.**