

# Job description

## JOB ANNOUNCEMENT

### FINANCE ADMINISTRATIVE ASSISTANT

Uvalde County Sheriff's Office is now accepting applications for the position of Finance Administrative Assistant.

Requirements: High school diploma or equivalent and two or more years of accounts payable experience.

Good customer service skills, computer literate, Microsoft Excel and Microsoft Office proficiency required, self-motivated, multi-tasking, bilingual helpful.

Uvalde County offers a competitive salary and benefit package.

Applications can be found at [www.uvaldecounty.com](http://www.uvaldecounty.com)

Please return application to: Uvalde County Sheriff's Office, Attn: Sheriff Ruben Nolasco 339 King Fisher Lane, Uvalde, TX 78801 (830) 278-4111

Uvalde County is an Equal Opportunity Employer

Job Type: Full-time

Pay: \$25,000.00 per year

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