

# Elmore County Commission

Henry Hines  
District 1

Bart Mercer  
Chairman, District 4

Dennis Hill  
District 3

Brad Davis  
District 2

Desirae Lewis Jackson  
District 5



Elmore County is accepting applications for the following full-time position:

## **Accounting Specialist**

Under general direction performs difficult and responsible clerical work involving financial recordkeeping and statistical records; to review and reconcile financial and budget reports with source documents, invoices, purchase orders and other materials; to process financial and statistical documents, such as purchase orders payroll time reports and statistical reports; and to receive and reconcile revenues and disbursements Under direction of the County Administrator, is responsible for a portion of the total fiscal program of Elmore County; posts to the general ledger; prepares financial reports; maintains various subsidiary ledgers, analyzes internal accounting system; assists with the preparation of operating budgets and financial statements and performs other accounting work as assigned.

Interested applicants may submit resume and application by email or in person:

Elmore County Commission  
100 E Commerce St. Ste. 200  
Wetumpka, AL 36092  
[cclements@elmoreco.org](mailto:cclements@elmoreco.org)  
[rknighen@elmoreco.org](mailto:rknighen@elmoreco.org)

Applications will be accepted Monday through Friday 8:00am - 4:30 pm.

Elmore County is an Equal Opportunity Employer.  
Closing date for acceptance: 01/28/2026 at 4:30pm