

Montezuma County Road and Bridge Department is accepting applications for a Full-Time Office Assistant position. Excel and QuickBooks experience is required. Attention to detail and balancing is mandatory. Duties include accounts payable, payroll, expense tracking, answering the phone and greeting the public in a professional manner. A complete job description may be found at Montezuma County.org Applications may be picked up and dropped off at 1700 N. Dolores Road, during regular business hours of 7:00 a.m. and 5:30 p.m., Monday thru Thursday and are also available on-line [www.montezumacounty.org](http://www.montezumacounty.org).

Position is open until filled. Montezuma County is an Equal Opportunity Employer.