

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Accounts Payable Supervisor

**SALARY:** \$55,000-65,000 annually depending on experience

**OPEN DATE:** February 20, 2026

**CLOSING DATE:** Until filled

The duties will consist of supervisory and technical accounting work in the control of Accounts Payable under the minimal supervision of the County Treasurer. Work involves overseeing disbursement and accounting of federal, state, and local funds associated with Hunt County expenditures.

### **Education & Experience Requirements:**

- High School graduate
- Minimum 3 years in an office environment
- Minimum 2 years in a supervisory role
- Must be able to obtain a surety bond

### **Knowledge, Skills, and Abilities:**

- Proficiency with Excel, Word and Outlook
- Ability to perform data entry in a Windows environment
- Type 55-60 WPM
- 10-key calculator by touch
- Must be accurate, detail oriented, and able to meet deadlines
- Must be dependable and can interact with vendors and internal staff
- Must be well-organized and be able to work independently

To be considered, you must complete an employment application in full. Applications can be picked up in the Human Resources Department, Hunt County Courthouse, Room 200 or filled out online at

[www.huntcounty.net](http://www.huntcounty.net)

You will be called for an interview.

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**NO PHONE CALLS PLEASE**