

# Decatur County Clerk's Office

## FULL-TIME BOOKKEEPER

Decatur County Clerk's Office is looking for a Full-time Bookkeeper/Deputy Clerk starting immediately.

### Job duties include:

- Work well with State Board of Accounts and banks
- Handle Audits
- Scan files and create Excel spreadsheets
- Prepare reports
- Have prior Bookkeeping experience
- Take payments
- Certify Reports and Documents
- Complete marriage licenses and perform marriages
- Become a Notary/Notarize documents
- Assist with the Elections
- Must be willing to complete several training courses yearly and attend conferences
- Assist other Clerk Deputies when needed with Financials
- Maintain the basement filing system. Ex: filing reports
- Starting 5 days per week, 8am-4pm (Minus one hour for lunch)
- Off major holidays and weekends
- Insurance Offered

Job requirements: Must have computer and bookkeeping experience, Excel knowledge a plus, must be willing to answer phones and work with the public, be self-motivated, and able to maintain confidentiality

\*Send resume: [hr@decaturcounty.in.gov](mailto:hr@decaturcounty.in.gov) and

\*Please apply at <https://decaturcounty.in.gov/employment/>

*Decatur County is an Equal Employment Opportunity Employer*

Posted: 2/13/2026

Removed: 2/19/2026