



Rock Solid

Career Opportunity within the Elberton Finance Department

The City of Elberton is currently seeking qualified applicants for a full-time position. We offer a competitive compensation package including several fringe benefits such as Paid Vacation and Sick Leave, Paid Holidays, Group Medical and Dental Insurance, Employer Provided Life Insurance and Long-term Disability Insurance, and Two Retirement Plans—a defined benefit pension plan at no cost to the employee, and a defined contribution plan that matches employee voluntary contributions up to 6% of salary.

Cashier/Clerk – This position performs specialized clerical and financial work for the local government utility department. This front-line role is responsible for processing citizen payments, answering billing inquiries, and maintaining accurate account records for water, sewer, electric, and solid waste services. The ideal candidate possesses excellent customer service skills, strong mathematical aptitude, and sharp attention to detail.

This position requires a sense of professionalism when dealing with customer inquiries and problems.

This position requires Valid Driver’s License and High School Diploma or equivalent as well as successful completion of pre-employment screenings.

To obtain a full copy of the job description, please contact the City Clerk at 706-213-3105 or cchurney@cityofelberton.net.

Any person interested in applying may do so at www.cityofelberton.net (jobs).

The City of Elberton is an Equal Opportunity Employer and a Drug Free Workplace.

Posting date: May 21, 2026