



NOW HIRING FULL-TIME: ACCOUNTS RECEIVABLE BOOKKEEPER / SALES CLERK

LOCATION: Lander, Wyoming

POSITION TYPE: Full-Time | Non-Exempt

SALARY RANGE: \$45,000 – \$55,000 annually

POSITION OVERVIEW:

The Fremont County Weed and Pest District is seeking a dependable and detail-oriented professional to serve as our Accounts Receivable Bookkeeper / Sales Clerk. This position blends bookkeeping and financial recordkeeping with front-office customer service and warehouse sales support. This is a key administrative role supporting the District's financial operations and public service mission across Fremont County.

BENEFITS:

- Paid vacation and sick leave
- Paid holidays
- Health insurance
- District paid pension with Wyoming Retirement System
- Participation in applicable District benefit and retirement programs

MINIMUM QUALIFICATIONS:

- Associate degree or certificate coursework in accounting, business, or related field; OR
- 1–3 years of bookkeeping, accounting, retail sales, or administrative experience; OR
- Equivalent combination of education and experience

HOW TO APPLY:

Submit an application, cover letter, and resume to:
Fremont County Weed and Pest District c/o Aaron
Foster, **450 N. 2nd St., RM 325 Lander, WY 82520**. Call
307-332-1052 for more info. Position open until filled.
Applications can be found at fcwp.org

