

TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street
Farmville, North Carolina 27828-0086
OFFICE: 252-753-5774 / FAX: 252-753-2963

ACCOUNTING TECH IV

POSTED: Internal/External

2nd POSTING DATE: 1/9/2019 – until filled

Starting Salary DoQ

DEPARTMENT: Finance

Performs a wide variety of advanced paraprofessional accounting tasks in the finance office. Work involves performing payroll processing, processing accounts payable, reconciling bank deposits, assisting with budgetary accounting and general ledger maintenance, and other related functions such as assisting the Finance Director and Town Manager, as needed, on projects, audit and budget preparation. Independent judgment and initiative are required in the performance of duties. Work is performed under general supervision of the Finance Director.

Desirable training: Associate's Degree in General Office Technology, Accounting or Business is preferred. At least 3 - 5 years' experience in accounting or related background.

Starting salary: Depends on qualifications. Excellent benefits

Special Requirements: A valid North Carolina driver's license. Selected applicant will be subject to a criminal background check and drug testing is required.

Applications will be accepted at Town Hall until position has been filled. You may obtain an application at www.farmvillenc.gov or from the Human Resources department Monday through Thursday, 7:30am to 5:30pm and Friday 8am to 12noon. If you have questions concerning this position, call 252-753-5774.

The Town of Farmville is an Equal Opportunity Employer.

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.

POSTED BY: Cindy Thomas

2nd DATE: January 9, 2019