



CITY OF CLINTON

“Our mission is to be a city rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure, and opportunities for future generations.”

FINANCE DEPARTMENT

ACCOUNTING TECHNICIAN

SALARY RANGE: \$32,201-48,302 DOQ PLUS GREAT BENEFITS

DEADLINE TO APPLY: FRIDAY, MARCH 31, 2017

The City of Clinton Finance Department is reaching out to hire a dynamic, qualified person that will perform varied technical levels of processing and reporting duties in accounts payable. The position is characterized by the multiple detailed procedural steps involved in the payment process.

Essential Duties

- Verifies, enters and maintains records of purchase orders, invoices, data entry for vendors and generating accounts payable check payments
- Ability to compile and file information and data to create records, special reports, memorandums, and preparing tax forms for vendors
- Ability to process payables in an accurate, thorough, and timely manner
- Ability to communicate professionally and courteously in person and by telecommunications to employees, departments, vendors and the general public
- Assist with other delegated functions for the department such as mail disbursements, daily bank deposits, and assisting in the Utility Collections Division.
- Performs any other related tasks as required

Requirements:

- Graduate from a community college or technical school with a two (2) year associate’s degree in accounting, business or related field; and some experience in an accounting or fiscal office environment; or an equivalent combination of education and experience.

- Clerical experience utilizing and operating computer applications (Word, Excel, PowerPoint, Publisher, etc.)
- Must have a valid NC Driver's License
- Ability to be bonded
- 3 References

Preferred Requirements:

- Bilingual

Applications may be obtained from City of Clinton, Human Resource Div., 221 Lisbon Street, or from our website www.cityofclintonnc.us Applications may be mailed to City of Clinton Human Resources, P.O. Box 199, Clinton, NC 28329-0199. Office Hours 8:30 – 5:00

**THE CITY OF CLINTON IS AN EQUAL OPPORTUNITY
EMPLOYER & PROVIDER**