

NOW HIRING

CUSTOMER SERVICE/ACCOUNTS PAYABLE CLERK

The Town of Mount Gilead is actively seeking a Customer Service/Accounts Payable Clerk. The ideal candidate will be advanced in accounting functions, administrative, secretarial, and clerical work and have the ability to multitask in many areas of work.

DUTIES AND RESPONSIBILITIES

This employee is directly supervised by the Town Clerk under the authority of the Town Manager. The main function of this position is to receive and greet customers and visitors via in person, phone, email and through the Town's website, provide information concerning customer's needs and handle/delegate routine requests independently. Other responsibilities include, but are not limited to:

- Collects and processes a variety of revenues at a customer counter or through the mail including water and sewer payments and application fees, solid waste, privilege licenses, zoning permits, etc. Receives and accounts for collections; enters fees and payments into a computer and cash drawer; prepares daily operations report, makes a bank deposit, and balances cash drawer daily.
- Serves as the Clerk to the Town of Mount Gilead Planning Board and coordinates program activity and meeting preparations for this Board.
- Prepares, composes, and types correspondence, letters, memorandums, minutes, and other directives as requested by the Town Manager and other Town officials.
- Processes weekly Accounts Payable as directed by the Finance Officer, back up for General Ledger Fund Accounting as directed by the Finance Officer, as well as composing, processing, and mailing an informational quarterly newsletter to the public.
- Other duties as assigned.

QUALIFICATIONS

Associates degree in Accounting or Business from an accredited community college preferred and one to three years of directly related experience; or a proven equivalent combination of education and experience. Local or County Government experience is a plus. Notary Public or willing to get certified within one year of date of employment. Must be able to work in a fast-paced environment. Must possess a pleasant attitude and enjoy working with a diverse population of citizens and colleagues.

HOURS AND RATE OF PAY

Hours are Monday thru Friday 8 am – 5 p.m. with extended hours/days on occasion for special meetings and events. Starting pay is \$16.00/hr. with a great benefits package including Health and Vision Insurance, employee paid Dental, AD&D and Life insurance, optional 401K with a 5% company match and Flexible Spending Account (FSA).

HOW TO APPLY

Applications available on the Town of Mount Gilead website at www.mtgileadnc.com home page (bottom) or in person at Town Hall, 110 W. Allenton Street, Mt. Gilead. Call (910) 210-0951 for more info. Please submit application along with a resume and references by January 31, 2023, in person at Town Hall, by mail to PO Box 325, Mt. Gilead, NC 27306 or by email to clerk@mtgileadnc.com.

Deadline to apply is January 31, 2023. Expected start date is February 13, 2023.

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