

TOWN OF LEWISVILLE

EMPLOYMENT OPPORTUNITY

Accounting Clerk – Town of Lewisville – Accounting duties including cash receipts, accounts payable and payroll. Requires a working knowledge of general ledger accounting and related processes and procedures. Excellent customer service skills with the ability to conduct problem solving with the public concerning Town services. Must be willing to function as a member of a team with a positive attitude and be willing to help out other departments as necessary. Works under the supervision of the Finance Officer. Occasional overtime required. Graduation from an accredited two-year college required. Four year university degree preferred with a major in accounting, business administration, or related field. Pay range is \$15.48 to \$24.77 per hour. Starting pay depends on qualifications. Normal work week 40 hours. Excellent benefits including health insurance and retirement. Driver's license required. Pre-employment drug screen required. Background check required. Open until filled. Submit application and resume to the Town of Lewisville, Attn: Town Manager PO Box 547 Lewisville, NC 27023. Applications available by request by calling Town Hall at 336-945-5558 or online at www.lewisvillenc.net. EEO/ADA Employer.