



## Accounting Technician- Finance Department

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We have a wonderful opportunity here at the Town of Pineville for an **Accounting Technician** in our **Finance Department**. The ideal candidate will be responsible for accounting processes and procedures, ability to perform mathematical computations with speed and accuracy and perform full cycle accounts payable functions. The individual will reconcile billing, process payments in accounting system, print and mail checks; prepare and maintain reports, perform month end closing and various other accounting related tasks. This position also requires the Accounting Technician to have some payroll experience as it provides back-up to the Accounting Technician II as needed on payroll functions. Candidate will assist with the preparation of the Comprehensive Annual Financial Reports and purchasing and procurement. Candidate will perform a variety of other general accounting assignments, including assisting town staff with financial matters.

Candidate must possess a general knowledge base for accounting principles and full cycle payroll. Prefer individual to have governmental bookkeeping practices and procedures, but it is not required. Individual should have great organizational skills, be efficient and accurate in their work and provide superb customer service both internally and externally. Individual must also have a working knowledge of Microsoft Word, Excel and Accounting Based application systems.

An Associate's degree preferred, High School Diploma or equivalent required with 1 or two years' prior experience in accounts payable and payroll. Previous experience working for a municipality is preferred, but not required.

For consideration, please submit a resume, employment application and salary history. You may apply in the following ways: at [www.pinevillenc.gov](http://www.pinevillenc.gov) under Town Departments, Human Resources, download application from our website and scan and email with resume to [resumes@pinevilledsl.net](mailto:resumes@pinevilledsl.net), mail applications and resumes to PO Box 249, Pineville, NC 28134, Attention Human Resources or fax to 704.889-2364.

Town of Pineville is an Equal Opportunity Employer