



Administrative Officer

The Town of Pineville's Telephone Company is growing in the vast world of communications and we currently have a great opportunity for the right candidate. In addition to telephone service, we offer to the citizens of Pineville, internet and cable television service and most importantly impeccable customer service.

The Town of Pineville's Telephone Company is looking for an Administrative Officer with accounting experience preferably in the Telecommunications field. The candidate must have working knowledge of accounting processes and procedures; experience on how to do Carrier Access Billing (CABS) or related billing system; prepare ledger entries for monthly settlements and depreciation; conduct reconciliations; create revenue/expense analysis and prepare regulatory filing and reports on a monthly, quarterly and/or annual basis for regulatory agencies such as the FCC, NECA and State Commission. This position is also required to serve as a back-up to the Customer Service Representatives as needed.

Candidate must possess strong knowledge base of accounting principles, able to multi-task, be a team player and work in a fast-paced environment. Individual should have great organizational skills, be efficient and accurate in their work and provide superb customer service both internally and externally. Candidate must also have a working knowledge of Microsoft Word, Excel and Accounting Based application systems.

Prefer a Bachelors Degree in Business with basic accounting courses taken and with some experience in the Accounting Field. Interested candidates can apply in the following ways: at www.pinevillenc.gov under Human Resources, download application from our website and scan and email it with resume to resumes@pinevilledsl.net; mail application and resume to PO Box 249, Pineville, NC 28134, Attention Human Resources or 704.889.2293.

Town of Pineville is an Equal Opportunity Employer