

Town of Weldon
Employment Opportunities and Vacant Position Posting
Posting Date: December 9, 2019
Removal Date: When positions are filled

ACCOUNTING TECHNICIAN (ACCOUNTS PAYABLE) -- Part-Time

The Accounts Payable Technician receives invoices and matches with payment authorizations, purchase orders, packing slips and receipts; checks for accuracy on dates, vendor numbers, sales tax, required signatures, etc.; makes corrections to incorrect information; contacts staff and vendors to trouble shoot inconsistencies. Provides back up for reception and customer service functions for Town Hall. Keys invoices into computer by vendor code number, code of department; checks accuracy of entry. Verifies accuracy of vendors, codes and amounts, prints checks; matches checks to invoice copies; resolves discrepancies, balances each check run. Sets up vendors files in the accounting system; processes W-9s. Reconciles accounts receivable to deposit slips and other records; reconciles accounts payable and a variety of accounts; creates spreadsheets for reconciliation and other financial records and reporting. Performs back up duties to the water and sewer clerk. Performs related duties as may be required.

The position is a part-time position working less than 20 hours per week. The position does not qualify for benefits.

Prospective applicants may secure, complete, and submit an application, as well as secure a more detailed position description, at the Weldon Town Hall, located at 109 Washington Avenue, P. O. Box 551, Weldon, NC 27890. Positions will remain open until filled. Salaries are determined within salary grades based upon the applicant's qualifications and experience. Hourly rate of pay is based upon Salary Grade 8.

It is the policy of the Town of Weldon to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, marital status, veteran status, or genetic information. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of essential duties with or without reasonable accommodation.