



TYRRELL COUNTY GOVERNMENT

P.O. BOX 449
108 SOUTH WATER STREET
COLUMBIA, NC 27925

PHONE: 252.796.1371
FAX: 252.796.1188

Employment Opportunity

Position Title: Accounts Payable/Utilities Clerk Support

Salary Range: DOQ

Closing Date: 10/14/2019 by 5:00pm

Job Description:

Tyrrell County is seeking qualified applicants for the position of Accounts Payable/Utilities Clerk Support. The successful applicant will process accounts payables for weekly and monthly payments; enter invoices; insure proper funds available in budgetary accounts; print vendor checks, obtain appropriate signatures, mail payments and maintain files and records. Work also involves communicating with vendors and department heads on status of payments and other inquiries; providing reports as needed to department heads; making bank deposits for multiple departments daily; in charge of rental property & inspecting building after each use; maintaining supplies for various office equipment; posting of cash receipts and adjusting journal entries as directed by supervisor; maintaining postage machine, annual preparation of sales tax refund reports and 1099-MISC forms; providing assistance to external auditors in auditing financial statements and records.

Other duties include assisting the Utilities Clerk with counting cash drawers for the Utilities Department daily, collection of payments for utility bills, answering phones, relaying messages to employees for the Utilities Department as necessary, assisting with monthly utility bills to customers, and performing other clerical tasks as needed support for days when Clerk is absent and for times of heavy customer inflows.

Job Requirements:

Graduation from an accredited college with a degree in accounting and considerable experience in accounting, preferably in a municipal or county finance office; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities. Proficiencies required or desired include experience in an automated fiscal or accounting environment, preferably in the public sector, and fluency in computer skills such as Microsoft Excel and Word.

Hours of Work:

Monday through Friday, 9:00am to 5:00pm with an hour for lunch. Work week consists of 35 hours.

Application Process:

All applicants must complete an application for employment form and submit it to Tyrrell County Government, c/o Terry Somers, PO Box 449, Columbia NC 27925 by the closing date and time. The application is located on the County's website at www.tyrrellcounty.org or may be obtained by contacting the County Finance Office at 252.796.1371, or 108 South Water Street. Tyrrell County Government is an Equal Opportunity Employer.

