



TOWN OF PITTSBORO

Invites applications for the position of:

Accounting Specialist

An Equal Opportunity Employer

HIRING SALARY	\$45,207 - \$57,639 Annually
OPENING DATE	December 22, 2022
CLOSING DATE	Open Until Filled
POSITION TYPE	Full-Time (Monday – Friday, 8:15am – 5:15pm)
DEPARTMENT	Finance
SUMMARY	The Accounting Specialist will perform clerical duties and provide support related to the organization's budget and monthly financial reports

ESSENTIAL JOB FUNCTIONS

- Enter budget data and adjustments into financial accounting software and reconcile any differences.
- Reviews data and information for accuracy and makes corrections when necessary.
- Prepare and enter monthly journal entries into financial accounting software
- Reports differences or issues found in financial records.
- Maintains accurate records for all transactions affecting budget preparation.
- Assists with entry and approval of purchase order requests.
- Ensures records and reports are kept safe and secure.
- Performs administrative and secretarial duties as required.
- Performs other related duties as assigned.

KNOWLEDGE AND QUALIFICATIONS

- Knowledge of applicable local, state, and federal regulations.
- Excellent math skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to present the results of research effectively in oral, written, and graphic form.
- Ability to identify problems and review related information to develop and evaluate options and implement solutions that are in accordance with laws, ordinances, and established principles.
- Ability to establish and maintain effective, professional working relationships.
- Ability to act independently in carrying out specific tasks, while at the same time being able to participate in or coordinate team-oriented projects.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

- Associated degree with accounting coursework required.
- Bachelor's degree with accounting coursework preferred.
- At least three years of bookkeeping experience required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed primarily in an indoor office environment.
- Work involves walking, talking; hearing; using hands to handle, feel, or operate objects, tools, or controls; and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry objects up to 40 pounds.
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- A qualified applicant or employee with a disability may be afforded reasonable modifications to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

ADDITIONAL INFORMATION

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment will close without notice when enough qualified applications are received or all hiring decisions have been made.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Email applications and resumes to the Human Resources Director, Jennifer Eakes: jeakes@pittsboronc.gov.

The Town of Pittsboro's application may be downloaded from the link [Microsoft Word - job application \(pittsboronc.gov\)](#). The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug screening test. Applicants may submit a resume: *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed employment applications be submitted via email to jeakes@pittsboronc.gov. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director, Town of Pittsboro, 635 East Street, Pittsboro, NC 27312. Should you have any questions, please contact Jennifer Eakes either by email or phone at (919) 542-4621, Ext 1106. The Town of Pittsboro is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Pittsboro participates with E-Verify to determine legal employment eligibility status.