

**Job Advertisement
Finance Clerk (Full-Time)
Town of Pearisburg**

Job Description:

- Performs under the general supervision of the Town Treasurer and assists as required.
- Performs primary function as receptionist and cashier for business in the Town Treasurer's Office
- Assist the Town Treasurer in the receipt and protection of monies through Centralized Collections for utility bills, business licenses, meal tax, and property tax billings
- Maintains Cash Receipts and end of day balances.
- Maintains Debt Set Off Program.
- Assists with monthly financial report and annual inventory.
- Assists with preparation of books for the annual audit.
- Promotes a public service attitude in the Town Treasurer's Office to ensure that the public receives expeditious, courteous, and fair treatment.
- Responds to inquiries and complaints, while maintaining proper telephone courtesy.
- Serves as a Notary Public for the Town.
- Other duties as assigned

Qualifications: High School Diploma or GED. Coursework with courses in bookkeeping, business management, and/or accounting preferred. One year of related experience or any combination of acceptable education and experiences.

Compensation and Benefits: Salary starting at \$27,031-\$33,793 depending on qualifications and experience. Excellent benefits package.

Deadline: Open until filled. First review of applications will take place on January 10, 2020 after 2:00 p.m.

How to Apply: Completed Town Applications and resume may be submitted to the Town Treasurer's Office located at 112 Tazewell Street, Pearisburg, Virginia, 24134.

*Town Applications may be obtained directly from the Town office or via the Town's website www.pearisburg.org

For further information please contact the Town office at (540) 921-0340 option 1.

Public Works Correspondence