

TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street
Farmville, North Carolina 27828-0086
OFFICE: 252-753-5774 / FAX: 252-753-2963

ACCOUNTING TECH II with DMV

POSTED: Internal/External

POSTING DATE: 3/29/2021 – until filled

Starting Salary \$29,182.40

DEPARTMENT: Finance

Performs a variety of collections and accounting clerical duties. Work includes filing, answering the telephone, collecting monies, relaying information, routine typing or data entry work, customer service, or records maintenance work. Work requires strong customer contact skills. The employee is expected to have a general understanding of the Town and its services to respond to routine inquiries. Work may include the use of a computer, financial package software, or cash register.

Operation of the DMV office requires the receiving of applications for the registration and titles to motor vehicles, for the issuance of motor vehicle license plates and validation stickers, for the collection of motor vehicle fees and taxes and for such other purposes incident to the operation of a motor vehicle license office as determined by NCDMV.

Work is performed under general supervision of the Finance Director.

Desirable training: Graduation from high school or GED equivalency supplemented by courses in accounting, business management, or related field; an Associate's degree in accounting is preferred

Special Requirements: A valid North Carolina driver's license. Notary Public or the ability to obtain. Skilled in data entry and Excel spreadsheets. Selected applicant will be subject to a criminal background check and drug testing is required.

Applications will be accepted at Town Hall until position has been filled.

You may obtain an application at www.farmvillenc.gov or from the Human Resources department
Monday through Thursday, 7:30am to 5:30pm and Friday 8am to 12noon.

If you have questions concerning this position, call 252-753-5774 or email cthomas@farmvillenc.gov.

The Town of Farmville is an Equal Opportunity Employer.

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.

POSTED BY: Cindy Thomas

DATE: March 29, 2021