

Town of Ocean View

Accounting Clerk (24 hours per week) Permanent Part-Time

Performs accounting work of a skilled nature for the Town of Ocean View under minimal supervision. Including, but not limited to, accounts payable, reconciling daily deposits, assisting with processing Gross Rental Receipt Tax returns, assisting with Capital Assets, collection of receipts and allocation of the Town's purchase card statement, processing reimbursable expenses and managing petty cash. The successful applicant must have knowledge of accounting and bookkeeping practices and procedures and be proficient in Microsoft Office (Word, Excel, and Outlook). Associate degree in accounting is preferred, and the successful applicant must submit to a background check and drug testing as a condition of employment. Knowledge of Edmunds Govtech Software Solutions a plus. Start date - ASAP. Full Position Description available at www.oceanviewde.gov/jobs.

Submit resume to:
201 Central Avenue - 2nd Floor
Ocean View, Delaware 19970
Attn: Town Manager

The Town of Ocean View is an Equal Opportunity Employer