

Part-Time Town Clerk / Assistant Finance Officer

Dover (Craven County), NC (pop. 350)

Are you looking for a flexible part-time job, do you enjoy people / serving the community, and do you have experience with Quick Books? The Town of Dover may be the place for you! The Town of Dover is seeking a part-time Town Clerk / Assistant Finance Officer. Responsibilities include: Performs all duties of Town Clerk as required by NC General Statutes (details at https://www.sog.unc.edu/sites/default/files/course_materials/4%20Roles%20and%20Responsibilities%20Mayor%20Council-Upshaw%20NCGS.pdf) and Town Charter. Provides administrative assistance to the Mayor, Board Of Commissioners, and Finance Officer; serves as custodian of all official Town records, documents, and contracts. Assists the Finance Officer with the overall financial management functions of the town to include general accounting, payroll, accounts receivable and payable, revenue collections, and assistance with the annual audit. Produces various quarterly, semi-annual, and annual reports. Work is performed under the supervision of the Mayor, Board of Commissioners, and Finance Officer. Position requires superior organizational and writing skills, and ability to communicate effectively with citizens, staff, and elected officials. Experience with Quick Books or similar software required. An Associate's Degree from an accredited community college with major course work in Business Administration, Accounting, Finance, or related field preferred. Candidate should be actively commissioned as a NC Notary Public or be able to obtain commission within one (1) year from hiring. Must be able to be bonded. Must possess a valid NC driver's license. Salary Is DOQ. Minimum compensation is \$15.00 per hour. Candidate to work 20-25 hours per week. Opportunity for flexibility in scheduling. The Eastern Carolina Council of Governments is assisting the Town of Dover with this search. Interested applicants should email a completed North Carolina PD-107 application (available at <https://oshr.nc.gov/nc-state-government-paper-application-employment-pd-107>), cover letter, at least three references, and résumé to ECC Executive Director David Bone at executivedirector@eccog.org. Candidates are responsible for assuring delivery. The position is open until filled.