



TOWN OF PARKTON
invites applications for the position of
Town Clerk/Finance Officer

DEPARTMENT:	Town Hall
REPORTS TO:	Town Board
CLASSIFICATION:	Full-Time
FSLA STATUS:	Exempt

The Town of Parkton is seeking a Town Clerk/ Finance Officer

This position performs professional duties in planning, organizing and directing the financial activities of the Town; serves as Town Clerk and performs administrative tasks for the Mayor and other Town Board Members. Additional duties and responsibilities include those typically performed by Payroll Technician, Human Resources Officer and Utilities Clerk. Work is performed in accordance with NC General Statutes, Town ordinances, codes and policies, personnel law and regulations and standard office procedures. For a complete list of duties, please visit www.townofparkton.org or copies are available in Town Hall located at 28 West David Parnell St. Applicants will be subject to a state background check, drug test and credit check. This position requires an associate degree with coursework in bookkeeping or accounting and computer-aided applications plus two to five years of experience in a financial institution or an equivalent combination of work experience and education. Minimum of two-year municipal experience is preferred. Full time position available. Benefit package includes medical/dental/vision/life insurance and NC Retirement for full time position only. Salary based upon qualifications. Successful candidate will be subject to a six- month probationary period. Cover Letter and Resume's may be mailed to Town Clerk, PO Box 55, Parkton, NC 28371 or delivered at Town Hall. Closing date for application will be until position is filled. EOE.