Employment Opportunity: Finance Specialist & Clerk to the Council

Town of Bakersville

26 South Mitchell Avenue

Bakersville, NC 28705

Application/Job Description: If interested other information will be available for pick up Monday thru Friday 8:30 am – 4:00 pm, May 18, 2020 - May 26, 2020

General Statement of Duties: Responsible for a variety of paraprofessional accounting, fiscal and administrative duties and responsibilities; attend board meetings; take minutes; file records and minutes as required by NC Law.

Special requirements: Ability to obtain Notary Public; possession of a valid North Carolina Driver’s License and ability to be Bonded.