



# *Town of Mooresville*

## *Recruitment Announcement*

*November 19, 2009*

Position: **Accounting Technician**

Department: **Finance**

Salary Range: **\$29,587 - \$44,273**

Application Deadline: **December 3, 2009**

**Description:**

An employee in this position processes and balances payroll for all Town employees, including garnishments and deduction; processes a weekly accounts payable check run; transmits reporting, including retirement; processes accrual updates for employee leave balances; and other accounting clerical duties.

**Minimum Requirements:**

High school diploma and seven to ten years directly related experience; or two years of college or Associate's Degree and at least three years directly related experience; or a bachelor's Degree and two or more years of directly related experience.

**Hours:**

8:30 AM – 5:00 PM Monday-Friday

**Other Information:**

Must be able to perform a variety of tasks and maintain a high level of accuracy.

**How to Apply:**

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: [www.ci.mooresville.nc.us](http://www.ci.mooresville.nc.us). Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

**Benefits:**

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer