

Accounting Clerk and Office Assistant

Town of Greenville is looking for an Accounting Clerk and Office Assistant. We are seeking a self-starter to join our team of public servants as we create and carryout a brand-new vision for the Town of Greenville. If you are looking for a fulfilling and challenging growth opportunity, we may be your next great opportunity. We want you to succeed as part of our team. We provide training, career development and a first-class benefits' package including inclusion in the State of Florida's Retirement System (FRS). We offer a family-friendly work environment, a five-day workweek, and a generous holiday line-up.

Accounting Clerk and Office Assistant Job Responsibilities:

- Supports accounting operations by filing documents, reconciling statements, and running software programs.
- Maintains accounting records by making copies and filing documents.
- Reconciles bank statements by comparing statements with the general ledger.
- Maintains accounting databases by entering data into the computer and processing backups.
- Verifies financial reports by running performance analysis software program.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.

Our standard hours are 8:00 AM – 4:30 PM Monday-Friday. We provide comprehensive health, dental, and company sponsored retirement contributions, in addition to annual vacation and a complete line-up of federal holidays.

Accounting Clerk and Office Assistant Qualifications/Skills:

- Familiarity with financial software
- Proficiency in Microsoft Office products such as Word, Excel, and Outlook
- Reporting skills
- Typing proficiency
- Organization, attention to detail, productivity, and dependability

Education, Experience, and Licensing Requirements:

- High school diploma required.
- Previous accounting or bookkeeping experience preferred.

If this sounds like the opportunity you've been searching for please send a copy of your resume to clerk@mygreenvillefl.com. Please put the job title in the subject line of your email.