

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Account Clerk

Your Career, Your Community

As an Account Clerk in the City of Salisbury, you can make a difference! The Financial Services Department is seeking motivated candidates who will perform responsibilities in a computerized environment. Main duties include but are not limited to processing biweekly and monthly payrolls for 450 employees and preparing all related reports and disbursements; preparing all monthly retirement reports and quarterly federal and state tax reports; helping with tasks related to the preparation and processing of the City's accounts payable disbursements; maintaining vendor files and reconciling outstanding check files. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance and more.

Minimum Requirements:

- High School diploma or equivalent required
- Education in accounting, clerical duties, or related field is desirable
- Experience in processing payroll and preparing federal and state quarterly tax reports preferred
- Experience in processing payroll using Munis is desirable
- Strong computer skills required
- Experience with basic mathematical and 10-key calculators
- Must be able to perform job with limited supervision

Closing Date: April 29, 2015

Salary range: \$25,538.35 - \$36,602.84

Please apply online at www.salisburync.gov/hr

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704) 638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

**The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355**