

ADMINISTRATIVE FINANCIAL ASSISTANT

The Town of Middlesex is seeking a full time Administrative Assistant. Primary duties include Customer Service, Utility Billing, Cash Collections, Accounts Receivable, Accounts Payable, and Payroll. Accounting background with some General Ledger knowledge desirable. Microsoft Office skills mandatory. Drug test and background check will be required if considered for employment. Starting salary \$35-40,000/year DOE. Hours 8:00 am— 5:00 pm Mon-Fri. Excellent benefit package. A town application may be printed from the town's website www.townofmiddlesexnc.com or picked up at town hall, 10232 S. Nash St. Completed applications may be emailed to gloria@townofmiddlesexnc.com or mailed to PO Box 69, Middlesex, NC 27557.