

Accounting Clerk

TOWN OF LAWRENCEVILLE

The Town of Lawrenceville has a full-time employment opportunity available for an accounting clerk. The duties include but are not limited to the following: assists in receiving payments of water, sewer, taxes; assists in preparation of payroll and related reports; assists in preparation of financial statements; assists in preparation of documents related to the personnel function; provides advice to supervisor; communicates official plans, policies, and procedures to staff and the general public; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests; and investigates and follows-up on citizen requests for service, complaints, and requests for information.

To meet the minimum qualifications for the accounting clerk position, the applicant must be a high school graduate or equivalent; have two (2) years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience in accounting. The applicant needs to have a working knowledge of the principles and practices of accounting, human resource administration, and modern records management techniques, and skill in operation of specified tools and equipment. The applicant must have the ability to accurately record and maintain records, establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public, and be able to communicate effectively verbally and in writing.

The Town of Lawrenceville offers a competitive benefits package with a salary based upon experience. Applications are available and will be accepted at the Lawrenceville Town Office, 400 North Main Street, Lawrenceville VA 23868, between the hours of 9 AM and 5 PM or on our website at <https://lawrencevilleweb.us>. Interested candidates can submit an application to the Town Manager at rlynch@lawrencevilleweb.com. **Applications must be received at the Lawrenceville Town Office or via email by close of business on or before Friday, June 6, 2025.** For a full job description, please contact the Lawrenceville Town Office at (434)-848-2414. The Town of Lawrenceville is an equal opportunity employer.