

## Town of Parmele

### Part-Time Employment Opportunity

#### Job Title: Part-Time Municipal Clerk/Finance Officer Trainee (Replacement Position)

We are seeking a motivated and detail-oriented individual for a part-time Municipal Clerk/Finance Officer Trainee position, offering 20 hours per week. This opportunity is available as an entry level replacement position for a retiring employee, providing an excellent chance to gain practical experience in municipal administration and finance.

#### Responsibilities:

- Assist the Municipal Clerk/Finance Officer in day-to-day administrative tasks, including record-keeping, document management, and coordination with various departments and committees.
- Learn and support financial activities such as budget preparation, required reports, revenue collection, and expenditure monitoring under the guidance of the Municipal Clerk/Finance Officer.
- Aid in processing payroll, accounts payable, and receivable, ensuring accurate financial record-keeping.
- Provide support in voter registration and election-related tasks.
- Respond to inquiries from the public, providing information and assistance on municipal services, policies, and procedures.
- Attend Commissioner's meetings, take minutes, and assist in meeting preparation.
- Stay updated on relevant laws, regulations, and best practices related to municipal administration and finance.
- Attend trainings and educational opportunities to enhance skills and proficiency.

#### Requirements:

- High school diploma or equivalent; additional education in public administration, finance, or a related field is a plus.
- Strong organizational and time management skills, with the ability to handle multiple tasks and meet deadlines effectively.
- Attention to detail and accuracy in performing administrative and financial tasks.
- Proficiency in using office productivity tools, such as spreadsheets, and word processing software.
- Excellent communication skills, both written and verbal, with a professional and friendly demeanor.
- Interest in municipal administration and finance, and a willingness to learn and grow in these areas.
- Ability to work independently and collaboratively in a team-oriented environment.
- Integrity and discretion in handling sensitive information and maintaining confidentiality.
- Ability to be bonded.
- Valid NC Driver's License.

- Reliable transportation.
- Ability to pass pre-employment screening.

If you are a motivated individual looking for part-time work and interested in gaining hands-on experience in municipal administration and finance, this part-time trainee replacement position will be a suitable and ideal arrangement.

Application for employment can be taken Monday through Thursday from 12:00 noon to 2:00 p.m. at the Parmele Town Hall, 1065 James Street, Parmele, NC 27861 (GIS may identify the location as Robersonville, NC 27871) or you may submit your resume, cover letter and references to: Town of Parmele, P.O. Box 98, Parmele, NC 27861. Deadline for applications and resumes is Tuesday, July 25, 2023 by 5:00 p.m.