

Town of Taylortown

Water Clerk

The Town of Taylortown is looking for a qualified Water Clerk. This position is responsible for clerical and accounting work performed in the municipal utilities portion of the Finance Department. The team member occupying this position is responsible for assisting with maintenance of the town's utility records and accounts, cash reporting and customer service. There may be work projects that need to be produced in a timely manner and other office tasks as deemed necessary. Associate degree, two years of customer service and bookkeeping experience required. Interested parties are to mail a copy of a resume no later than July 23, 2018 to:

The Town of Taylortown

PO Box 1274

Pinehurst, North Carolina 28370

Attention: Human Resources