

**River Bend-** The Town of River Bend is seeking applicants for the position of Part-Time Finance Assistant. Under general and sometimes limited direct supervision performs work involving support in maintaining and reconciling the general accounting system and financial records of the town which includes: accounts payable, accounts receivable, utility billing, collections, purchasing, payroll, data management and special finance related projects. Ideal candidate will possess at least 3 years' experience in government finance and accounting. Position requires sufficient experience to understand the basic principles relevant to the major duties of the position. Pay is \$17.50/hour max. Work schedule and total hours worked will be determined by Finance Director. This is a part-time position with no benefits. Expected start date is on or after July 1, 2023. Apply by submitting a town application to: Town of River Bend, Town Manager, 45 Shoreline Drive, River Bend NC 28562 or via email to [manager@riverbendnc.org](mailto:manager@riverbendnc.org) Position open until filled. Initial review of applications to take place on June 22, 2023. Application available on line at [www.riverbendnc.org/employment-opportunities](http://www.riverbendnc.org/employment-opportunities)