

Position Available

Pocomoke City, Maryland

Accounts Payable Specialist

The Accounts Payable Specialist reports to the Director of Finance and is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. Providing the services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, that staff is paid in a timely and appropriate manner and those vendors and suppliers are paid within established time limits. The Accounts Payable Specialist must have 5 years of payroll and accounts payable experience, 3 years of experience in accounting software programs, demonstrate excellent interpersonal skills, attention to detail and a high level of accuracy. This individual must be honest, trustworthy, flexible, respectful and demonstrate sound work ethics. Pocomoke City offers a competitive salary and benefit package.

Please submit a letter of interest/resume, by Friday, April 14, 2023, to: Jeff Gleason, Human Resources Director, P.O. Box 29, Pocomoke City, MD 21851.

“POCOMOKE CITY is an EQUAL OPPORTUNITY EMPLOYER”