



# Town of Plymouth

124 EAST WATER - PLYMOUTH, NORTH CAROLINA 27962

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## TOWN OF PLYMOUTH EMPLOYMENT OPPORTUNITY

The Town of Plymouth is seeking qualified applicants for its Human Resources and Accounting Clerk. Applicants will apply established accounting procedures, principles of book keeping, and basic fund accounting to the processing of accounts payable and payroll. Minimum qualifications desired, but are not limited to A.A.S. or B.S. with significant experience in business or public administration, accounts payable and bookkeeping. Familiarity with Financial Management System Software preferred. Please submit cover letter, resume, and application to Dorenda Wallace, 124 E. Water Street, Plymouth, NC 27962 or email [dorenda.wallace@visitplymouthnc.com](mailto:dorenda.wallace@visitplymouthnc.com). Application link can be found at <https://www.visitplymouthnc.com/application-process>. The Town of Plymouth is an equal opportunity employer.