



**Pittsylvania County** is seeking to fill the position of accounting clerk. The successful candidate must be skilled in accounting and clerical functions. Duties include assistance with accounts payable. The ability to implement accounting processes to support finances, audits and other reporting activities.

**Minimum Requirements:** High School diploma. Minimum two (2) years business and /or accounting related experience. Knowledge of business methods, accounting principles and practices. Strong computer skills including Word, Excel, and Internet. Excellent oral and written communication skills. Ability to analyze and interpret policies and procedures. Efficiently multi-task in a fast-paced environment. Good work ethic and professional demeanor. Successfully contribute to a positive work environment with various County Departments.

**Salary:** \$25,302 - \$26,583; full-time with County benefits.

**Submission requirements:** Pittsylvania County application, resume and cover letter.

**To Apply:** Go online to: <http://www.pittsylvaniacountyva.gov> (Job Openings)  
or Download Application and mail to:

Pittsylvania County  
Attn: Human  
Resources PO Box  
426  
Chatham, VA 24531

**DEADLINE:** Open Until Filled.