

TOWN OF OCEAN VIEW, DELAWARE

Accountant

Full Time

Performs accounting work of a skilled nature for the Town of Ocean View under minimal supervision. Including, but not limited to, day to day accounting functions: including daily deposits, purchase orders and payment/check processing for the Town's General, Trust, Grant, and Water Funds. Other major duties include processing Gross Rental Receipt Tax returns, assisting with Fixed Assets, and maintaining and billing the Town's real estate property taxes. The successful applicant must have knowledge of accounting and bookkeeping practices and procedures and proficient in Microsoft Office (Word, Excel, and Outlook). Associate or bachelor's degree in Accounting preferred, and the successful applicant must submit to a background check and drug testing prior to starting employment. Knowledge of Edmunds Govtech Software Solutions a plus. Start date – ASAP. Full Position Description available at www.oceanviewde.com.

Send your resume and or complete the application found on our website at www.oceanviewde.com and mail to Town of Ocean View Delaware, 201 Central Ave., Ocean View DE, 19970 Atten: Town Manager