



## JOB ANNOUNCEMENT:

The Housing Authority of the City of Lumberton (HACL) is seeking a qualified candidate for the position of **Accounting Technician**. This position will be Temporary/Full-Time.

The Accounting Technician performs a variety of technical, confidential, time-sensitive accounting duties related to record keeping and/or processing of financial transactions including payroll processing, accounts payable, accounts receivable, bank deposits, purchasing and inventory. Assignments are performed in accordance with established procedures and guidelines. Performs a variety of technical and complex accounting tasks in support of departmental and agency operations. This position requires excellent written and verbal communication skills. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care and safeguarding of Agency materials, supplies, resources, and other assets.

Associate Degree from an accredited college or university or graduate of a licensed business college with at least two (2) years of progressively responsible experience in bookkeeping, accounting, finance, or closely related field or an equivalent combination of education and experience to fulfill essential position functions.

A valid North Carolina driver's license, pre-employment drug screening and background check are required. Must work with the highest degree of confidentiality.

Posting Date: August 16, 2024 Closing Date: Until Filled

**Interested candidates must apply at: Two Hawk Employment Services, 118 W. 5<sup>th</sup> Street, Lumberton, NC 28358. (910)738-3014.**

*The HACL is an Equal Opportunity Employer*