ACCOUNTS RECEIVABLE SPECIALIST
Town of Millsboro

The Town of Millsboro is accepting applications for an Accounts Receivable Specialist position. Applicants must have an associate's degree, two years' experience in accounting and bookkeeping procedures, or any combination of education and experience that provides the required knowledge, skills, and abilities to perform the job. Prior municipal experience is preferred.

The position requires considerable knowledge of Microsoft Windows and Office products as well as familiarity with PC-based accounting packages. Strong Excel skills are required as well as a good working knowledge of Word with particular emphasis on mail merge. The successful candidate must have excellent interpersonal and communication skills as the position interacts daily with the public and the Town's Public Works Department.

Applications and job descriptions are available at **Millsboro Town Hall, 322 Wilson Highway, Millsboro, DE.** Applicants may contact Town Hall at **(302) 934-8171**. Completed applications will be accepted through ***October 7, 2016***. References will be required at the time of application. Compensation will be commensurate with qualifications and experience. Benefits include paid medical insurance coverage for eligible employees.

The Town of Millsboro is an Equal Opportunity Employer.