

Accounting Payment Clerk

F/T position; DOQ/DOE (+) benefits. Seeking organized, detail oriented person with excellent customer service skills and the ability to work in a fast-paced work environment. Duties include but not limited to: processing customer payments, answering phones, handling customer inquiries, reconciling end of day payments, data entry, and filing. Minimum requirements include but not limited to: HS Diploma/GED; min one yr experience in related accounting type position; intermediate level computer skills to include MS Office Suite; ability to handle cash transactions with accuracy; ability to interact professionally with the public. Background checks will be conducted on successful candidate. Applications available online at www.colonialbeachva.net. Submit resume, salary requirement, and completed application to Lisa Okes, 315 Douglas Avenue, Colonial Beach, VA 22443 or lokes@colonialbeachva.net.