

JOB OPENING
OFFICE CLERK
FT/PT
TOWN OF VIENNA

VARIOUS OFFICE DUTIES

Attendance required for two evening meetings

Held the second and fourth Monday of each month

Record and type the meeting minutes

Accounts payable and accounts receivable

Quarterly water/sewer invoicing

Quickbook experience helpful but not a must

Salary and Hours negotiable

Resumes can be emailed to vienna@viennamd.org

OR

Mailed to The Town of Vienna

PO Box 86

Vienna, Maryland 21869

OR

delivered in person to the town hall

214 Market Street

Vienna, MD. 21869

Office hours:

Monday 2PM-7PM

Tuesday & Wednesday 9AM-4PM