

**THE TOWN OF RICHLANDS**

is seeking applicants  
for a

**COLLECTIONS / ADMINISTRATIVE SUPPORT CLERK**

This is a full-time position in the Administration Department w/excellent benefits. Applicant will handle all aspects of utility billing to include, accounts receivable, daily deposits, data entry, and cash handling. In addition, applicant will provide administrative support to the Town Clerk/Finance Director and the Town Administrator. The ability to multi-task, typing and excellent customer service skills are a must. High School Diploma or Equivalent., some accounting skills preferred. Must possess Microsoft Office skills. Competitive salary DOQ. **EOE** Position open until filled. Applications can be picked up at the Town Hall. Submit it along with resume to:

**Town of Richlands**  
**Attn: Gregg Whitehead, Town Administrator**  
**PO Box 245**  
**Richlands, NC 28574**