

POSTITION AVAILABLE
ACCOUNTING TECHNICIAN

Alleghany County is currently accepting applications for an Accounting Technician in the Finance and Human Resources Office. An employee in this class performs a variety of tasks in the maintenance of accounts payable, payroll, and other financial records. Work involves researching and applying accounting or administrative procedures, principles of bookkeeping, and basic fund accounting to the review and processing of accounting and other financial documents including processing the bi-weekly payroll. Employee will train to be back up to AP and Payroll lead personnel. Duties include processing requisitions and invoices, ensuring funds are available in the appropriate accounts, entry of payables into the computer, running entry proof reports, account reconciliations, journal entries reviews, and cash receipts postings. Work also includes maintaining electronic and hard copy files including vendor, accounts payable files and related clerical activities, and collection for county revenue accounts. Judgment is required in selecting and applying appropriate procedures. Tact and diplomacy are required in dealing with vendors, customers, coworkers, and supervisors while conducting County business. Work also includes balancing daily receipts, preparing deposits and posting detailed accounts receivables to the general ledger, and special projects in finance and human resources. Work is performed under the general supervision of the Finance Director/HR Officer and is evaluated through conferences, accuracy and completeness of records and reports, and by independent audit of financial records. A complete job description is available upon request.

Education & Experience: Graduation from high school supplemented by accounting or bookkeeping courses and some experience in an accounting or fiscal office environment; human resources experience desirable; or an equivalent combination of training and experience.

Starting salary is \$38,391, with permanent status after the successful completion of a six-month probationary period. Full time benefits include County provided health, basic vision, and life insurance; holiday, sick, vacation and longevity pay, plus retirement participation in the NC Local Government Retirement System. Successful candidate will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Position is open until filled. Applications are available in the Finance/Human Resources Office, Alleghany County Administration Building, LL60 & LL70, 348 South Main Street, Sparta, North Carolina 28675, NCWorks, or online at www.alleghanycounty-nc.gov. Alleghany County is an EOE.