

## POSITION AVAILABLE

### PUBLIC TRANSIT BILLING SPECIALIST

Alleghany in Motion/Alleghany County is currently accepting applications for a Public Transit Billing Specialist. Work includes maintaining billing and reporting databases, entering daily trip sheets, preparing monthly bills, maintaining a variety of accounting and transit-related records, preparing grant reports, and assisting clients, funding agencies, management, and others with information about program requirements. Additional duties include inspecting and maintaining van video cameras, serving as backup to drivers and other staff as needed, and serving in the absence of the department director. Work is supervised by the Public Transit Director. A complete job description is available upon request.

**Education & Experience:** High school degree supplemented by coursework in business or accounting and administrative experience using modern office technology. A good driving record and driving experience are required. Billing experience is desirable. An equivalent combination of education and experience will be considered. Additional requirements include a valid driver's license verified by a DMV background check, the ability to obtain certifications in all required training areas, participation in random drug and alcohol testing at any time during employment, and a minimum age of 21.

Successful candidates will be subject to pre-employment drug testing and a criminal background check.

Starting salary is \$38,391. Full-time benefits include county provided health and life insurance, holiday, sick and vacation pay plus retirement participation in the NC Local Government Retirement System.

Position is open until filled. Applications are available at the Alleghany County Human Resources or Finance Office in the Administration Building, 348 South Main Street, Rooms 160 or LL60, Sparta, North Carolina 28675. The job application and position advertisement are also available at [www.alleghanycounty-nc.gov](http://www.alleghanycounty-nc.gov). Alleghany County is an EOE.