

POSTITION AVAILABLE

Part-time Finance and Human Resource Assistant

Alleghany County is currently accepting applications for part-time temporary assistant in the Finance and Human Resources Office. An employee in this class performs a variety of tasks in assisting with accounts payable, payroll, and other financial record keeping and management for the County. Duties include processing requisitions and invoices, budget review for available funds, date entry of financial information, running reports, account reconciliations, journal entries reviews, and cash receipts postings. Benefit management and payments will be a major focus of the position. 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 is performed under the general supervision of the Chief Financial and Human Resources Officer, depending on daily duties.

This is a good opportunity to learn about local County government operations in an entry level position.

Education & Experience: Graduation from high school supplemented by some accounting or bookkeeping courses; accounting or fiscal office environment experience; and understanding of human resources responsibilities.

Starting salary will be \$17.32 per hour, with an average of twenty-nine (29) hours per week working schedule. 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 Human Resources Office, Alleghany County Administration Building, Office 160, located at 348 South Main Street, Sparta, North Carolina 28675. Alleghany County is an EOE.