

POSITION AVAILABLE

PAYROLL AND ACCOUNTING SPECIALIST

The Alleghany County Finance and HR Office is currently accepting applications for a payroll and accounting specialist. This position provides administrative and clerical support along with a variety of tasks in support of the finance and human resources operation of the County. 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. Payroll duties include creating payroll records for new employees; verifying time and leave records comply with County policies and FLSA regulations; entering work time for employees; entering leave, pay and benefits changes; interpreting and applying the County's personnel and payroll policies to unusual situations; computing and issuing the payroll and producing a variety of payroll records and related reports including monthly tax and fringe benefits reports. 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. A complete job description is available upon request.

Education & Experience: Graduation from a college or university with an Associate's degree in accounting, business or related field and considerable experience in accounting and payroll in the public sector; human resources experience desirable; or an equivalent combination of training and experience. Successful candidate will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Starting salary will be within a range of \$33,628 to \$34,974 based on knowledge and experience. Following a 6-month probationary period, salary will be increased 5% to the minimum pay grade amount. 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.

Applications will be accepted until 5pm on Wednesday October 27, 2021 in the Human Resources Office. Applications are available in the Alleghany County Finance or HR Office, Administration Building, 348 South Main Street, Sparta, North Carolina 28675, NCWorks, or online at www.alleghanycounty-nc.gov. Alleghany County is an EOE.