

POSTITION AVAILABLE

TAX, TAG and FINANCE SUPPORT SPECIALIST

The Alleghany County Tax and Finance Office is currently accepting applications for a support specialist. Performs administrative and technical duties in support of tax collections, finance collections, and other tax, tag, and finance programs. Duties may include accepting payments for real and personal property taxes and residential solid waste fees; issuing landfill stickers; providing receipts; posting transactions to appropriate accounts; balancing and/or verifying balancing of cash drawers daily and preparing bank deposits. Duties may also include providing support to the License Plate Agency (Tag Office) by processing vehicle registrations, collect and account for monies received, processing vehicle title work, handling customer phone calls and inquiries. The employee provides considerable assistance to the public and prepares, maintains, and reconciles a variety of financial and tax related records. Accuracy is required in making calculations, in handling money, and in entering data into all databases. A complete job description is available upon request.

Education & Experience: Graduation from high school and experience working in a public collection, cashiering, bank teller, accounting or related role; or an equivalent combination of education and experience. Successful candidates will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Starting salary is \$28,747. Following a six-month probationary period salary will be \$30,184. 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 noon on Monday, November 29, 2021, in the Alleghany County Human Resources Office. Applications are available through NCWorks online and the Alleghany County HR/Finance Office located at 348 South Main Street, LL60 and LL70, Sparta, North Carolina 28675, or online at www.alleghanycounty-nc.gov. Alleghany County is an EOE.