**Position**: Accounting Specialist I

**Department**: Social Services

**Salary Range**: $35,677.11 - $50,410.82

**Opening Date:** December 9, 2021

**Closing Date:** December 31, 2021

**Responsibilities:**

An employee in this class is responsible for appropriate billing and payment of federal, state, and local funding. The responsibilities of the position are high functioning and essential to the agency. The employee must be able to multi-task to complete job duties. The majority of the duties include deadlines that must be met in order to maintain the agency’s financial well-being. The employee will assist the Business Officer in most aspects of their daily functions. Work is done independently under the direct supervision of the DSS Business Officer I.

**Qualifications:**

* Graduation from high school or GED and six years of experience as an accounting technician, three of which must have been at an advanced level; or
* A two-year degree in accounting from a business school or community college and three years of accounting or auditing experience; or
* Graduation from a four-year college or university with a major in accounting, business administration, or other curriculum that would provide a core curriculum in financial management coursework and one year of accounting experience.

**Who We Are:**

Located in the Foothills region of North Carolina, Alexander County is primarily rural in nature. Bordered by the Brushy Mountains to the north and the Catawba River to the south, residents can enjoy a quiet, more isolated area in the country or a more urban setting with lakeside living. The County is rich with history and demographically distinguished by a small town and several rural communities. Alexander County is governed by a five-member Board of Commissioners who are elected at-large, serving four-year terms, with a general operating budget of $43 million and approximately 700 employees. The County offers a wide range of training opportunities, a supportive work culture, and an excellent benefits package.