

## **COUNTY OF ASHE POSITION VACANCY**

### **Accounting Clerk**

Ashe County is seeking applications to fill a vacancy in the Finance Department as an Accounting Clerk. Successful applicant will be responsible for answering telephones and addressing inquiries. Employee will be responsible for sorting income mail and maintaining files. Successful applicant will assist the Finance Department with processing of accounts payable as needed. Employee will perform human resources tasks as needed. Applicant must exercise tact, courtesy, and firmness in frequent contact with the general public. Salary: \$39,960.53 annually plus excellent benefits package. For a full job description and a Form PD-107 application, visit [www.ashecountygov.com](http://www.ashecountygov.com), or contact the NC Works office at 336-982-5627. Posting can also be found on Indeed. Completed applications may be mailed to County of Ashe, Attn: Human Resources, 150 Government Circle Suite 2500, Jefferson NC 28640. Emailed applications will be accepted at [humanresources@ashecountygov.com](mailto:humanresources@ashecountygov.com). Faxed applications may be submitted to 336-846-5516. Deadline for applications is Friday, February 20th, 2026 at 5:00 p.m. Criminal records check and pre-employment drug testing is required. **EOE/AAE**