

COUNTY OF ASHE POSITION VACANCY

Accounting Clerk/Personnel Assistant

Ashe County is seeking applications to fill a vacancy in the Administration/Finance Department as an Accounting Clerk/Personnel Assistant. Successful applicant will be responsible for performing a variety of administrative and accounting duties in support of activities of the Administration/Finance Department. Employee is responsible for maintaining records and correspondence and assisting with accounts payable processing. Employee will also assist with various personnel tasks. Duties will include screening and independently handling a variety of inquiries, typing a variety of documents, and maintaining files. Successful applicant will also be responsible for preparing a variety of procedural forms, such as travel vouchers and supply requisitions, and sorting incoming mail. Applicants must exercise considerable tact and courtesy in frequent contact with the general public. Salary: \$33,270.00 annually plus an excellent benefits package. For a full job description and a Form PD-107 application, visit www.ncworks.gov or www.ashecountygov.com, or contact the NC Employment Security Commission at 336-982-5627. Completed applications may be mailed to County of Ashe, Attn: Human Resources, 150 Government Circle Suite 2500, Jefferson NC 28640 or faxed to 336-846-5516. Emailed applications will be accepted at humanresources@ashecountygov.com. Deadline for applications is Tuesday, January 26, 2021 at 5:00 p.m. Criminal records check and pre-employment drug testing is required. **EOE/AAE**