

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for the position of **Finance Accounting Technician IV**. This position performs routine and complex accounting transactions involving journal and budget entries, processes accounts payable, and various secretarial duties. Requires an understanding of accounting principles. Work is performed under the general supervision of the Accounts Payable Manager.

Required Knowledge, Skills and Abilities: Knowledge of governmental accounting; ability to reconcile complex bank statements; substantial knowledge of word processing and spreadsheets (preferably Word and Excel); accurately type, demonstrate proficiency with a 10-key calculator.

Minimum Education and Experience: Graduation from high school supplemented by college or technical school level course work in accounting, business administration, or a related field with three years of experience in bookkeeping or accounting; or an equivalent combination of education and experience. Experience should include at least one year each of accounts payable and secretarial.

Salary Range: Grade 65 \$32,832 – \$54,204

Applications will be taken at the NC Works Career Center, 541 West Pine Street, Mount Airy, NC (phone 336-786-4169) or at Surry County Human Resources, 114 W. Atkins Street, Dobson, NC (336-401-8221) until position is filled. A complete list of duties and analysis of physical demands will be available upon request.

SURRY COUNTY IS AN EEO EMPLOYER
SURRY COUNTY IS A DRUGFREE WORKPLACE

Date Posted: December 18, 2019

Closing Date: Open until filled