

**BOARD OF COMMISSIONERS**  
Mike Hawkins, Chair  
David Guice, Vice-Chair  
Will Cathey  
Jason Chappell  
Page Lemel



**COUNTY MANAGER**  
Jaime Laughter  
828-884-3100  
Fax 828-884-3119  
**101 South Broad Street**  
**Brevard, NC 28712**

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March 5, 2019

**POSITION VACANCY**  
**(Internal & External)**

**CLASSIFICATION:** FINANCE TECHNICIAN I  
**GRADE:** 12  
**SALARY:** Hiring Range: \$32,616 – 40,770  
**DEPARTMENT:** FINANCE DEPARTMENT

**DUTIES AND RESPONSIBILITIES:** Performs a variety of clerical accounting tasks related to processing accounts payables for the County. Work involves all functions of accounts payable including invoices, vendor information and reports, balances check register, prints checks, organizes and files documents. Maintains fixed assets records, accounts receivable ledger, advanced travel. Work involves applying established procedures and principles. Maintains forms, records, reports and related paperwork. Serves as backup to other accounting staff with payroll, and purchasing.

**SKILLS AND QUALIFICATIONS:** Associates degree in accounting, business or related field and 1 – 3 years of experience in accounting or an equivalent combination of education and experience. General knowledge of accounting and related practices and procedures. Must be adaptable to technology, computer systems and proficient with Microsoft Office programs.

**DEADLINE:** Open Until Filled; first review of applications March 18, 2019

**APPLY:** Submit a NC State Application (PD-107) prior to closing date to NC Works Joblink Career Center, located on the campus of Blue Ridge Community College at 45 Oak Park Drive, Brevard. Internal applications available at the Human Resources Office.