



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

For Internal Applicants Only

Please post in a location accessible to all employees

Position:	Deputy Finance Director <i>Permanent, Full-Time, Non-Exempt</i>								
Department:	Finance								
Description of Duties & Responsibilities:	<p>The Deputy Finance Director assists in the management and supervision of activities within the Finance Department to include the following:</p> <ul style="list-style-type: none">• Coordinate daily work activities.• Monitor work in progress and inspect completed work.• Oversee banking activities and the reconciliation of bank accounts.• Reconcile accounts.• Oversee financial reporting.• Compile financial reports.• Assist with accounts payable, accounts receivable, and payroll.• Assist with the preparation of the annual budget.• Provide assistance, information, and documentation to auditors.• Assign and prepare purchase orders; process purchasing documentation.• Provide technical expertise on financial matters.• Other duties as assigned.								
Education & Experience Requirements:	<p>An Associate's degree and five to less than 10 years of directly related experience; or A Bachelor's Degree and two to five years of directly related experience; or A Master's degree and two or less years of directly related experience.</p> <p>Candidate must have a valid NC Driver License.</p>								
Starting Salary & Benefits Information:	<p>\$41,276.54 (Grade 25) Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities</p>								
Application Requirements:	<p>Submit a completed Application for Employment (PD107) to:</p> <table><tr><td>Jackson County</td><td>NC Works Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table> <p>The Application for Employment – State of North Carolina form PD107 - is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.</p>	Jackson County	NC Works Career Center	Human Resources Department	26 Ridgeway Street, Suite 2	401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779	Sylva, NC 28779	
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Closing Date:	January 17, 2019								

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*