



**Human Resources Department**  
401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779  
Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

**Position:** **Accounting Technician II (Receivables)**  
*Permanent, Full-Time, Non-Exempt*

**Department:** Finance

**Description of Duties & Responsibilities:** Receive and record all funds submitted by county departments. Balance accounts, enter customer data, and assist customers at front window. Contact customers regarding overdue payments. Establish and track business tax obligations. Prepare bank deposits. Assist with switchboard duties and other duties as assigned.

**Education & Experience Requirements:** **Minimum:** High school diploma or GED and five years of directly related experience; or two years of college or an Associate degree in business, accounting or related field and two years of directly related experience.  
**Preferred:** An Associate or Bachelor degree in business, finance, accounting or related field. Prefer a customer-service orientated candidate that possesses strong computer skills and advanced accounting experience.  
Candidate must have a valid NC Driver License.

**Starting Salary & Benefits Information:** \$31,417.21 (Grade 19)  
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>

**Application Requirements** Submit a completed Application for Employment to:

Jackson County	NCWorks Career Center
Human Resources Department	26 Ridgeway Street, Suite 2
401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

The Application for Employment 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.

**Closing Date:** **January 20, 2022**

**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*