

## Accounting Technician III

Jones County Health Department has a position open for an Accounting Technician III responsible for a variety of administrative and fiscal functions that relate to the management of the Health Department (see separate position description).

**Position Number:** 489-01-101

**Minimum Education and Experience:** Graduation from high school including or supplemented by basic courses in bookkeeping or accounting and four years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. (Graduation from a four year college or university with a major in business administration may be substituted for the required experience; or a two year degree in business administration or accounting from a community college or business college may be substituted for three of the four years experience; or completion of a one year course including or supplemented by courses in bookkeeping or accounting may be substituted for two years of the required experience.)

**Hiring Range:** \$32,072 - \$33,696

**Date Position Posted:** May 31, 2022

**Deadline for Submission of Application:** 5:00 pm, Tuesday, June 14, 2022

**To Apply, Submit State Application (PD-107) to:** Wesley P. Smith  
Interim Health Director  
Jones County Health Department  
418 Hwy 58 North, Unit C  
Trenton, NC 28585

*Jones County Health Department is an Equal Employment Opportunity Employer*