



Career Posting – Accounting Technician

The Community

AppHealthCare serves the vibrant communities of Alleghany, Ashe and Watauga Counties nestled in the beautiful Blue Ridge Mountains in Northwestern North Carolina. Take a quick look around and witness the many expressions of community pride and southern hospitality – a smile from someone walking downtown, thriving culinary scene and plenty of outdoor adventure. We experience the beauty of four seasons from white fluffy snow to colorful fall foliage. There is simply something special about these mountains and quaint small town feels – come see for yourself!

Caring for Our Community

We are a local public health department and health center focused and committed to improving our communities' health and well-being through compassionate, high-quality care. We have about 120 full/part time employees and about 10 contract employees. We are governed by two boards who provide strategic direction and oversight on agency functions. We have received numerous awards and distinctions for the care we provide and have recently achieved accreditation with honors. We are committed to caring for our community and providing excellent customer service.

Position: Accounting Technician II
405-04-501

Location: Alleghany Health Center

Salary: \$35,992 - 56,943

Salary negotiable based on qualifications and experience

Hours: Full time, between the hours of 7:00am and 6:00pm to serve patients during normal clinic hours of operation which are Monday-Friday, 8:00am-4:45pm. Potential to work outside normal hours for client needs, special events, or public health emergencies.

Closing Date: November 15, 2024

Job Summary: This position is responsible for tracking all receivables for the agency. This includes 8 locations daily deposits and electronic deposits made to 2 banking institutions. The position will also be responsible for completing monthly employee reimbursements per submitted and approved forms. The position will complete the monthly payroll process. This includes payment to staff and all payroll deduction payments to vendors. This position will be responsible for preparing quarterly and annual payroll reporting.

Knowledge, Skills & Abilities

General knowledge of the application of established bookkeeping and accounting principles and techniques to standard accounting transactions. General knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures. General knowledge of office methods and procedures. Ability to plan, organize, and review the work of other agency personnel. Ability to maintain effective working relationships with the public and other employees. Ability to present information clearly and concisely in oral and written form. Ability to interpret and apply laws, regulations, and policies for the maintenance of financial records.

Minimum Education & Experience

Associate degree in accounting from an appropriately accredited institution and one year of accounting experience; or high school diploma or General Education Development (GED) diploma and three years of experience in accounting work; or equivalent combination of education and experience.

Necessary Special Qualifications

The ideal candidate will possess an attention to detail, be self-motivated, organized, process-oriented, and have the ability to work independently to accomplish team objectives in a timely manner in a busy office environment. An intermediate proficiency of MS Office, Gmail, and Google Apps is preferred. Preference will be given to applicants who possess experience in payroll duties and revenue tracking.

How to Apply

Complete a [NC State Government Application for Employment \(PD-107\)](#). The application is located on the NC Office of State Human Resources website. The application can be completed in hard copy or electronically. A completed state application, including cover letters and resumes/CVs, should be sent to Human Resources by email to careers@apphealth.com or dropped off in person at the AppHealthCare Alleghany Health Center at 157 Health Services Road in Sparta, NC.

Benefits

We offer a variety of paid and voluntary employee benefits including retirement plans, health insurance, life insurance, paid parental leave and annual and sick leave and more. For more information about benefits, [visit our website](#).

AppHealthCare recruits team members who share our values of Integrity, Drive, Resilience, Service, and Community and actively support the overall public health mission of the agency.

AppHealthCare is committed to providing equal employment opportunity (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran's status, family medical or genetic information, sexual orientation, gender status, pregnancy, gender identity or other non-merit based factors. All recruitment and selection activities will be administered according to EEO principles, with the goal of having a diverse workforce that reflects the population of the communities the District serves.

AppHealthCare is a recovery-friendly workplace.

For questions or more information, please contact AppHealthCare Human Resources:

(336) 372-5641 x1119 | careers@apphealth.com | AppHealthCare.com