



Lee County Position Announcement

Position: PART TIME FINANCE ACCOUNTING SPECIALIST I

Salary: \$13.94 per hour

Description of Work:

Lee County is seeking qualified applicants for a part-time (20 hours per week) position of Finance Accounting Specialist I in the Finance Department. The employee will perform intermediate skilled administrative support work inputting invoices, processing vendor checks, importing tax refunds, processing payments, and related work as apparent or assigned.

Minimum Education and Experience:

Associates/Technical degree with coursework in accounting, finance, or related field and minimal experience working in an accounting role, or equivalent combination of education and experience.

Application Process:

Applications may be obtained from and returned to the Human Resources Office, 408 Summit Drive/PO Box 1968, Sanford, NC 27331. Applications must be received no later than 5 PM on Monday, August 21, 2017.

Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.**



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