

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-7132
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

FINANCE OFFICE

POSITION: Accounting Specialist

DUTIES: Performs intermediately skilled technical and clerical work involving the preparation, processing, and maintenance of semi-monthly payroll for approximately 325 employees; prepares federal and state tax reports; prepares the Employment Security Commission wage report; generates employee W-2 forms and any other reports as needed; responsible for the accurate preparation and review of monthly invoices pertaining to payroll deductions and benefits; performs related duties as required.

EDUCATION/EXPERIENCE: Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting, bookkeeping or related field, and considerable experience in personnel, payroll, and general office work.

SALARY: \$30,493 – 47,264 annually

Warren County applications will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer