

JOB ANNOUNCEMENT

Hyde County Health Department

Position: Accounting Clerk IV

Position No. 481-50-201

Salary Range: \$22,366 – \$34,667

Description: This position primarily performs office and technical duties related to accounts receivable for medical services as well as problem identification and resolution for accounts receivable. Other functions include management support for clinic as well and accounts receivable support for Environmental Health. Back up support for front desk duties which may include public contact is a possibility.

Work Schedule: Hours are primarily Monday through Friday 8:00 a.m. to 5:00 p.m. with one hour for lunch.

Minimum Training and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two (2) years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Special conditions for employment: Prior to employment, the successful applicant will be asked to submit to pre-employment screenings. Applicants must possess a valid NC driver's license.

Deadline for submission of applications: **November 10, 2017**

To apply, submit original, signed and dated State Application (PD 107) to:

Luana C. Gibbs, Interim Health Director
Hyde County Health Department
P O Box 100
Swan Quarter, NC 27885

An Equal Opportunity Employer