



EMPLOYMENT OPPORTUNITY

Finance Technician

Shenandoah County is inviting applications for the position of *Finance Technician* within the County's Department of Finance.

Shenandoah County is seeking an energetic, versatile professional to serve as Finance Technician within the County's Department of Finance. The Finance Technician performs intermediate technical and skilled clerical work involving the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under the regular supervision of the Director of Finance.

Thorough knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of Microsoft Office Suite; thorough knowledge of computer systems and their application in a variety of office environments; general knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; ability to communicate effectively both orally and in writing in a highly inter-active team oriented work environment; ability to establish and maintain effective working relationships with associates, vendors and the general public.

Any combination of education and experience equivalent to graduation from high school supplemented by course work in accounting and considerable experience in governmental accounting and/or bookkeeping.

The annual pay range for this FLSA non-exempt position is \$38,997 to \$57,891, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at www.shenandoahcountyva.us/administration/employment/, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to jobs@shenandoahcountyva.us.

The position will be open until filled with a first review of applications on Friday, July 8, 2022.

Shenandoah County is an Equal Opportunity Employer