



*Carroll County, Virginia*

## **Finance Generalist**

Situated in the heart of the Blue Ridge, Carroll County, Virginia is a beautiful place to live and work, and we are currently seeking someone to work in our Finance Department.

Reporting to the Finance Director, the Finance Generalist processes payroll, reviews and verifies timesheets, prepares and maintains financial, tax compliance and related records, administers risk management program for property and equipment, surplus property and related work.

### **Education and Experience**

An Associates/Technical Degree with coursework in accounting, or related field, and moderate experience in payroll processing including production and filing of associated reports, or equivalent combination of education and experience.

### **Special Requirements**

- Possession of or ability to obtain licensure as a Notary Public within six months of employment, if needed.
- Valid Driver's License

### **Interested?**

To review the complete job description and to apply, please visit the County's website: [www.carrollcountyva.gov/employment](http://www.carrollcountyva.gov/employment). In addition to completing the County's Employment Application, candidates may also submit a resume. Resumes can be uploaded when employment application is completed but are not a substitute for a complete employment application.

For more information, contact Human Resources at 276-730-3002.

Position will remain open until filled  
Carroll County is an Equal Opportunity Employer