

Business Personal Property Appraiser

Edgecombe County Tax Administration is accepting applications for a full-time Business Personal Property Appraiser. This position performs complex skilled technical work listing, assessing and billing business personal property taxes, assisting business owners with completing tax forms, providing information and assistance with business personal property matters, preparing and maintaining files and records. Employee must exercise tact, courtesy and firmness in frequent contact with the general public. Work is performed under the general direction of the Tax Administrator.

Comprehensive knowledge of the North Carolina Machinery Act, personal property appraisal guide, financial documents and depreciation schedules; general knowledge of GIS mapping software, balance sheets and accounts receivable report; general knowledge of the principles, practices and laws of business personal property appraising and assessment; ability to understand and apply government accounting practices in the maintenance of financial records; ability to establish and maintain effective relationships with the public and other employees.

Education and Experience needed to perform this position include a bachelor's degree in accounting, finance, business or related field and moderate experience working in accounting or finance, or equivalent combination of education and experience. As well as a valid North Carolina driver's license.

Starting Salary: \$31,050

Deadline Date for Accepting Applications: Until Filled

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at www.edgecombcountync.gov or applications are available at the County Manager's Office, 201 St. Andrews Street, Tarboro, NC 27886. Send application to: Edgecombe County Human Resource Department, P. O. Box 10, Tarboro, NC 27886. Edgecombe County Government is an Equal Opportunity/Affirmative Action Entity and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background screenings required.