

Edgecombe County
Department of Social Services
3003 North Main Street
Tarboro, NC 27886

Accounting Technician II
Salary: \$22,895
165-01-102

Primary Purpose of Position:

This position is located in the Fiscal Unit and reports to the Fiscal Officer. Work involves preparation and processing of foster care payments, foster care room & board reports, child day care payments and reports, preparing payables and mailing checks for incurred costs, board members payments, reconciling and screening telephone logs, monitoring payables to ensure that line items are not overspent, making journal entries, maintaining check registers, account receivables and payables and statistical reports. Overtime work is compensated with compensatory time off. Worker performs other duties as assigned. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.). Position is located in the **TARBORO OFFICE**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

- Ability to maintain effective working relationships with the public and other government employees. Ability to present information clearly and concisely in oral and written form. Ability to interpret and apply laws, regulations, and policies to the maintenance of financial records. Ability to prepare fiscal reports and analysis of financial statements. Ability to plan and organize work. Ability to interpret and apply laws and regulations pertaining to the financial records maintained.
- General knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures. General knowledge of office methods and procedures.

Minimum Education and Experience:

- Graduation from high school including or supplemented by basic courses in bookkeeping or accounting and 3 years experience in bookkeeping or accounting clerical work in an accounting office.
- Completion of a one or two year business course in an accredited community college or business school including or supplemented by basic courses in bookkeeping or accounting may be substituted for two and three years of the required experience respectively.)

Preferences: Prefer applicants with excellent knowledge of computers, printers, MUNIS, Maximus Ledger Suite, Windows and Microsoft programs to include Excel. Bilingual (English/Spanish) applicants encouraged to apply.

Application Period: 12/16/2009 thru 12/28/2009
Application Deadline: December 28, 2009

Edgecombe County Social Services employees may return a completed NC state application to **Samia Smith, Personnel Assistant**. All other applicants should apply through ESC.

We support a drug free work environment. A pre-employment drug screening and criminal background check is required.

AA/EOE