

EDGECOMBE COUNTY DEPARTMENT OF SOCIAL SERVICES

Accounting Technician II Salary: \$24,201.00

Posted: Internal, ESC, Edgecombe County Website, NC Social Services Jobs

Position Description and Position Number: 165-01-105

This position is located in the Fiscal Unit in Tarboro and reports to the Fiscal Officer. The position provides assistance to the Fiscal Unit in the area of financial support. Duties include maintaining a complete bookkeeping cycle such as receipts, expenditures, posting and balancing. Provide assistance to the Fiscal Officer in the preparation of monthly financial reports for reimbursement and calculating statistics for management of financial reports and budgeting. In addition, this position maintains all trust accounts, and accounts payables. Position performs other duties deemed necessary by the Fiscal Officer. 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 develop formulas for moderately complex spreadsheets. Ability to plan and organize work.
- General knowledge of the application of established bookkeeping and accounting principles and techniques to standard accounting transactions. General knowledge of the application of established governmental and departmental budgeting and bookkeeping practices and procedures. General knowledge of office methods and procedures. Knowledge of a variety of technology, financial systems, and software packages to create and maintain data.

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. A computer proficiency test is required.

Application Period: 07/28/2015 – Until Filled

Application Process: Applications are available online at www.edgecombecountync.gov. Applications should be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications can be picked up at the Social Services office at 301 S. Fairview Rd., Rocky Mount, NC 27801 or downloaded from the County's website. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. Applicants may also apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. **Any transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

Preferences: Prefer applicants with computer experience and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply.

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