

Edgecombe County  
Human Services Agency  
Department of Social Services  
122 E. St. James Street - Tarboro, NC 27886

Accounting Clerk IV  
Salary: \$23,170.00

**Posted: Internal, NC Works Career Center, Edgecombe County Website, NC Social Services Jobs, Indeed.com**

**Position Description:**

**165-04-315**

This position is assigned to the **Children Services Units**. The major purpose of this position is to provide accounting and clerical support consisting of determining eligibility by checking to see if a client is receiving public assistance, if a child is eligible for IV-E or state foster home funds, completing inquiries to determine coding for cash assistance or Medicaid at Risk. Position receives and refers in-house calls from customers needing information regarding services. Position submits referrals for billings, operates switchboard and performs other duties as assigned. Also, this position must be proficient in the use of computers and have basic knowledge of computer software programs in order to generate accurate and detailed information, generate reports/logs, track expenditures and key status information. Overtime work is compensated with compensatory time off. 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). Proof of insurance is required. The position is located in the Tarboro Office however; office location may change based on the needs of the agency.

**Knowledge, Skills and Abilities:**

- Significant knowledge of office or work unit procedures, methods and practices. Significant knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials. Significant knowledge of accounting procedures, mathematics and their application in the work environment.
- Ability to learn and independently apply laws and departmental rules and regulations covering programs and services. Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations. Ability to apply a variety of work-related formulas or mathematical calculations. Ability to record, compile, summarize and perform basic analysis of data. Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature.

**Minimum Education and Experience:**

- Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; Preferences: Prefer applicants with strong computer skills and working knowledge of word processing applications and various PC programs. Prefer job related experience in a Department of Social Services. Notary Public required. Bilingual English/Spanish applicants encouraged to apply.

**Application Period: 02/11/2019- Until Filled**

**Application Deadline: Open Until Filled**

Application Process: Applications are available online at [www.edgecombcountync.gov](http://www.edgecombcountync.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 apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered.

**An official transcript of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.** We support a drug free work environment. A Pre-Employment Drug

Screening and Criminal Background Check Is Required:

**AA/EOE**