

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Accounting Technician III (9-2)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$32,395 - \$33,951
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: August 11, 2014
DATE AVAILABLE: August 25, 2014
CLOSING DATE: August 22, 2014

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to assure daily activities comply with all County and State requirements, meet all established deadlines and follow all established agency fiscal procedures. These include handling assignments directly and providing oversight and consultation to other staff. Employee must be able to perform all activities in Accounting Unit so as to provide coverage when absences occur. Employee is expected to analyze situations and resolve problems or discrepancies in a consistent, fiscally sound manner. Performing these duties requires understanding of a very complex budget and reporting system.

ESSENTIAL JOB FUNCTIONS

Maintains complex general accounting books for moderate size department or unit reporting the segregation of monies and expenditures into a number of accounts involving a combination of State and Federal funds; review project expenditures to determine that expenditures are properly charged; and prepares necessary accounting and budgeting reports. Maintains accounts involving varied and complex entries such as appropriate and allotment ledgers, budgetary control ledgers and inventory control records requiring the application of a specialized bookkeeping procedure. Performs posting duties, maintains account records, prepares bookkeeping activities and participates in budget preparation and performs auxiliary functions such as purchasing and payroll preparation. Work requires the exercise of considerable judgment to assure that transactions are in accordance with correct accounting and budget procedures and statutory requirements. Employee in this class will receive minimal supervision with work reviewed for results and conformance to policy. This position is in the Accounting Unit – Administrative Division.

ADDITIONAL JOB FUNCTIONS

Good computer skills a must. Excel experience preferred. Must be able to perform emergency shelter duties during times of natural disaster.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school including or supplemented by basic courses in bookkeeping or accounting and four years of experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. Graduation from a four year college or university with a major in business administration may be substituted for the required experience; or a two year degree in business administration or accounting from a community college or business college may be substituted for three of the four years of experience; or completion of a one year course including or supplemented by courses in bookkeeping or accounting may be substituted for two years of the required experience.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

