



Grant Administrator/Accountant: The Edgecombe County Finance Department is accepting applications for a full-time Grant Administrator/Accountant. This position performs various functions within the finance department in accordance with local, state and federal laws and Generally Accepted Accounting Principles (GAAP); Work is performed under the general direction of the Finance Director.

Essential duties include maintaining a variety of accounting records and documents within a specialized area; Balancing and preparing/posting journal entries and/or adjusting entries for fixed assets and other general ledger accounts; balancing accounts receivable, accounts payable; and payroll transactions; reconciling general ledgers (Monthly; Quarterly; Yearly); Preparing various financial reports, while maintaining accurate accounting records and files; Preparing grant documents, progress reports and performing reviews of grant elements provided by the various county departments.

Associates degree with coursework in accounting, finance, or business administration and extensive experience in working with principles and practices of accounting and auditing in public administration or equivalent combination of education and experience.

A valid North Carolina driver's license, pre-employment drug testing and background check are required.

A detailed job description is available upon request. Contact Edgecombe Human Resources Office at (252) 641-7832.

Starting Salary Range Begins at \$35,945 (with excellent benefits that total over \$10,000 annually); the starting salary is dependent on qualifications and experience of the candidate.

Posting Date: June 5, 2020

Closing Date: **Until Filled**

How to Apply: Interested candidates must complete and submit an Edgecombe County Application Form along with a resume. The application may be obtained online at www.edgecombecountync.gov. Applications are also available at the Human Resources Office, 4th Floor of the Administration Building - 201 St. Andrew Street, Tarboro, NC 27886.

Send application to: Edgecombe County Human Resource Department, P. O. Box 10, Tarboro, NC 27886.

Edgecombe County is an Equal Opportunity Employer.