Accounting Technician II: Position Number: 165-01-102

Fiscal Unit: The position provides assistance to the fiscal unit in the area of financial support. Duties include the preparation of statistical reports, timesheets, payroll, reimbursement, computer liaison and computer access security officer. Overtime work is compensated with compensatory time off. Worker performs other duties as assigned. A valid NC driver's license, access to a passenger vehicle and the ability to travel within the context of the job 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 with the County Fleet Policy and Employee Safety Program (page 10, section.) Child Welfare social workers must live within range of the beeper. Must be able to lift and carry a child. 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 Training 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, or an equivalent combination of education and experience. 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.

Salary Range: $25,545.00 (if fully qualified for the position) or possibly higher depending on experience and credentials. Compensation for full-time employees include excellent benefits that total over $9,000.00 annually.

Posted: Internal, Edgecombe County Website, NC Social Services Jobs, Indeed.com

Interested candidates must complete and submit an Edgecombe County application. Applications may be obtained online at www.edgecombecountync.gov. Incomplete or unsigned applications will not be considered. Transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.
Apply for this position

Preferences: Prefer applicants with strong computer skills 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