**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**ACCOUNTING TECHNICIAN II**

**DESCRIPTION OF DUTIES:** This position functions in the fiscal office of the Department of Social Services. This position is responsible for analyzing, compiling, balancing, coding and maintaining reports such as expenditures, revenues and Medicaid transportation for the agency. Worker is responsible for Part II of the 1571 reimbursement of funds from the state and federal government and various reports. Position is responsible for assuring that all line-items are monitored and balanced with the county finance expenditure reports. This position is responsible for maintaining agency accounts such as SSI, SSA, VA, Retirement, Child Support and TANF (Temporary Assistance for Needy Families) for persons whom the agency is payee. This position also generates county issued checks for the TANF, Crisis Intervention Program, and General Fund accounts. Position reports to the Business Officer.

**KNOWLEDGE, SKILLS AND ABILITIES:**  General knowledge of the application of established bookkeeping and accounting principles and techniques to standard accounting transactions and knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures. General knowledge of office methods and procedures. Ability to present information clearly and concisely in oral and written form. Ability to interpret and apply laws and regulations pertaining to the financial records maintained.

**MINIMUM EDUCATION AND EXPERIENCE:**  Graduation from high school including or supplemented by basic courses in bookkeeping or accounting and three years of 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.)

**APPLICATION PROCESS:** Interested applicants must contact Division of Workforce Solutions (910-887-6950) at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 pm on August 3, 2023.  Applicants not referred by DWS will not be considered. PD-107 & copy of college transcript if applicable must be received at DWS in Lumberton by 5pm on August 3, 2023. A review of qualifications, employment history and criminal history will determine who is selected for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson.

**SALARY RANGE:** $34,205.45 **GRADE:**  65

**POSTED:** July 20, 2023

**Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer.**