

# VACANCY ANNOUNCEMENT

Date: April 12, 2021

## Greene County Department of Social Services

227 Kingold Blvd; Suite A  
Snow Hill, NC 28580

**CLOSING DATE: April 26, 2021**

### ACCOUNTING TECHNICIAN III

Position #: 179-01-201 Salary Grade: 63

Salary Range: \$29,958 - \$36,376 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

### DESCRIPTION

This position provides accounting responsibilities within the Administrative Unit. Major responsibility is to prepare and upload 1571 expenditure report for reimbursement. This employee is solely responsible for this function. Employee analyzes all departmental invoices for payment. Must process, monitor and follow-up on all invoices. Responsible for expense reimbursements to always be readily available for all department funds. Logs and safeguards all incoming monies throughout the agency. This position maintains files, reconciles and creates reports, labels, spreadsheets and addresses situations by letter, etc. daily and monthly, therefore creating constant use of personal computer.

### EDUCATION AND EXPERIENCE

Graduation from high school and four years of clerical/administrative/office management experience. Must be proficient in all Microsoft Office software, Excel expertise is required.

### HOW TO APPLY

## A NC PD-107 APPLICATION IS REQUIRED.

You may download the PD-107 application from the Greene County site at [www.greencountync.gov/job-listings](http://www.greencountync.gov/job-listings); select DSS & Health PD107 Application or the NC Office of State Human Resources site.

**Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed.** Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications and transcripts to the attention of Michelle Shackelford at Greene County DSS 227 Kingold Blvd; Suite A Snow Hill, NC 28580. Application may be faxed to (252) 747-7553 or e-mailed to [michelle.shackelford@greencountync.gov](mailto:michelle.shackelford@greencountync.gov)

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*