



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

ACCOUNTING SPECIALIST I SOCIAL SERVICES

This Position is Full Time with Benefits

VACANCY NUMBER

21-045

HIRING RANGE

\$36,287– \$43,542

OPENING DATE

May 25, 2021

CLOSING DATE

June 8, 2021

TO APPLY

Please submit your application online at

www.moorecountync.gov

QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

OR

You may also visit us at
302 Monroe Street
Carthage, NC 28327.

ESSENTIAL JOB DUTIES

This position performs duties including: supervises, plans, organizes, and directs all accounting functions; evaluates work performance of employees, counsels, and disciplines employees when necessary; assesses training needs and provides necessary training to subordinate staff regarding job duties; compiles budget data and prepares key components of department budget; monitors revenue and expenditures on a regular basis and provides state updates and makes recommendations to Administrative Office II and Director; ensures compliance with fiscal regulations and audit requirements; analyzes State reports, performs reconciliations, and prepares adjustments as necessary; prepares agency journal entries and reconciles Agency credit card statements; coordinates annual Single County Audit and Fiscal Monitoring visits; audits various agency reports including Child Day Care, Foster Care, and vehicle reports; composes correspondence to State and County agencies and Social Service employees regarding accounting issues; screens, interviews, and recommends employment applicant selections of subordinate employees; recommends salary increases and reassignments; manages shelter during emergency situations; performs related tasks as required.

KNOWLEDGE AND SKILL REQUIREMENTS

- Comprehensive knowledge of generally accepted accounting and auditing principles and practices, and fiscal management procedures
- Thorough knowledge of supervisory principles and practices
- Knowledge of and ability to explain, and apply the provisions of the standardized accounting practices adopted by State Government
- Ability to assist in interpreting and analyzing accounting data and applying that analysis to the departmental or institutional needs and determine compliance with pertinent guidelines, rules, regulations, and laws

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from a four-year appropriately accredited college or university with a major in accounting, business administration, or other curriculum that would provide a core curriculum in financial management coursework **OR**
- Associate's degree in accounting from an appropriately accredited business school or community college **and** two (2) years of accounting or auditing experience **OR**
- High school diploma or equivalent from an appropriately accredited institution **and** six (6) years of experience as an accounting technician, three of which must have been at an advanced level

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires reaching, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities. The worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, and flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test, and a post offer physical.

Moore County is an E-Verify Participant.