



## **Administrative Officer II**

### **Position Number: 165-16-201**

This position reports to the DSS Director and functions as the DSS Budget Officer. Employee is responsible for analyzing and maintaining the DSS budget to include job tasks such as: monitoring and analyzing line items daily to ensure adequate funds are available for encumbrances and expenditures, approving purchases through E-Procurement and P-care processes and providing regular reports and updates to the DSS Director on agency expenditures. Position is responsible for supervision of the Fiscal Unit to include purchasing, inventory control, physical plant operations, internal auditing, payroll, accounts payables and receivables and reimbursement reports. Position assists the Director in the management of a budget of over \$170 million dollars and supervises 5 Accounting Technician positions and 2 Housekeeping staff. There is considerable contact with the County Finance Office, state program representatives, auditors, CPA firms and other county and department personnel and the public. Overtime work is compensated with compensatory time off. Worker performs other duties as assigned. A valid NC driver's license and access to a passenger vehicle 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 G.). Position is in the **Tarboro Office**; however, office location may change based on the needs of the agency.

### **Knowledge, Skills and Abilities:**

Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of modern office procedures, practices, and equipment. General knowledge of personnel policies and procedures. General knowledge of accounting practices and procedures. Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness. Ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures. Ability to plan, assign, and supervise the work of subordinate employees. Ability to establish and maintain effective working relationships with agency personnel, officials, and the general public. Excellent knowledge of computers, printers, Windows and Microsoft programs.

### **Minimum Training and Experience:**

Graduation from a four-year college or university and three years of experience in personnel, budgeting, research, or administrative management, preferably involving participation in the planning and management of a business or governmental program; or an equivalent combination of education and experience. Preferences: Prefer applicants with computer experience and/or knowledge of imaging programs and Windows software including Microsoft Excel and Word. Bilingual applicants (English/Spanish) encouraged to apply.

**Starting Salary: \$37,742.00 or possibly higher depending on experience and credentials. Compensation for full-time employees include excellent benefits that total over \$9,000.00 annually.**

**Application Period: 10/18/2021-Open Until Filled. Posted: Internal, Edgecombe County Website, NC Social Services Jobs, Indeed.com.**

Interested candidates must complete and submit an Edgecombe County application. You may pick up and submit your application on the 4<sup>th</sup> floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886. Applications may also be obtained online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov) or at the County Human Resources Office on the 4<sup>th</sup> Floor of the County Administration Building-201 S. Andrews Street, Tarboro NC 27886. 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.**

**Please mail completed applications to: Personnel Office, Edgecombe County Department of Social Services, P. O. Box 370, Tarboro NC 27886 or drop it off on the 4<sup>th</sup> floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886.**

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**