**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**PROCESSING ASSISTANT IV**

**DESCRIPTION OF DUTIES:**  This position functions in the administrative unit of the Department of Social Services.  This position maintains all invoices (accounts payable and receivables) for this County Department of Social Services. Position ensures all invoices submitted for payment are applied to the appropriate line items and balances with the County Finance expenditure report.  This position is responsible for compiling and maintaining the 1571 (Part IV) report for the Work First Employment Services Program and preparing and submitting bill heads to the county finance office for payment of invoices for the Work First Employment Services Program.  This position is also responsible for calculation of Medicaid Transportation mileage expenses.  This position reports to the Business Officer.

**KNOWLEDGE, SKILLS AND ABILITIES:** Operational knowledge of computer applications and programs is a requirement for this position.  Possess the skills and abilities to perform accounting procedures to include payables and receivables.  Possess the ability to design, create, and produce professional correspondence, statistical information, graphs, tables and spreadsheets.  This position must possess the ability to edit, compose, create, revise, organize and produce documents that are suitable for use by the agency.  Possess the ability to work under strict deadlines and to maintain diplomatic contact with the public and agency personnel. Possess the ability to adapt to a changing work environment and to be flexible.  Position must have the ability to lift a minimum of 30lbs.

**MINIMUM REQUIREMENTS:**  Graduation from High School and two years of clerical experience to include accounts payable experience; or a combination of experience and education. Ability to type 45 words per minute with accuracy.

**APPLICATION PROCESS:**Interested applicants must contact Division of Workforce Solutions (formerly Employment Security Commission) at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 pm on October 18, 2021.  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 June 17, 2021.  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 :  $**29,547.96                         **GRADE:** 63

**POSTED:**  October 4, 2021

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