



**BEAUFORT COUNTY DEPARTMENT OF SOCIAL SERVICES**  
invites applications for the position of:

## **ACCOUNTING CLERK IV**

Position Number 113-04-316

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**SALARY:**  
See Position Description

**OPENING DATE:** 11/10/21

**CLOSING DATE:** 11/24/21 05:00 PM

**DESCRIPTION OF DUTIES:**



**Please note: All employment history and education, including high school, should be included in the body of the application for it to be considered complete.**

**Hiring rate - \$29,920**

**Salary after successful completion of one-year probationary period - \$31,416**

This is a generalist administrative position, filling a number of roles within the administrative unit. This position will serve as a front desk Receptionist, responsible for greeting all visitors and logging them in on an automated log. Visitors and clients will be referred to the appropriate worker, unit, or agency. This position is responsible for filing and maintaining records in an automated document management system, receiving payments, and other duties as assigned by the supervisor. Mail will be sorted and routed to staff promptly and accurately. This position will assist with switchboard duties, routing clients to the appropriate staff in a friendly and professional manner. All agency employees shall be called upon to manage emergency shelters in the event of a disaster.

**KNOWLEDGE, SKILLS AND ABILITIES:**



**Please note: All employment history and education, including high school, should be included in the body of the application for it to be considered complete.**

Significant knowledge of office or work unit procedures, methods and practices.

Significant knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials.

Significant knowledge of accounting procedures, mathematics and their application in the work environment.

Ability to learn and independently apply laws and departmental rules and regulations covering programs and services.

Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations.

Ability to apply a variety of work-related formulas or mathematical calculations.

Ability to record, compile, summarize and perform basic analysis of data.

Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature.

May require ability to supervise and coordinate the work of other staff, student workers or volunteers.

#### **MINIMUM TRAINING AND EXPERIENCE:**



**Please note: All employment history and education, including high school, should be included in the body of the application for it to be considered complete.**

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Career Readiness Certificate Preferred  
Fluency in Spanish will be considered a plus.

#### **SUPPLEMENTAL INFORMATION:**

**Please note: All education, including high school, and all employment history must be included in the body of the application for the application to be considered complete.**

The Beaufort County Department of Social Services (BCDSS) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, age, disability, genetic information, political affiliation or political influence.

**Please be sure to complete the application in full. Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will NOT be accepted and will render your application incomplete.**

Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. In order to receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you **must** scan and upload a copy of your DD-214 or discharge orders.

Technical issues submitting your application, please call the **NeoGov Help Line at 855-524-5627**.

**Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the BCDSS office for assistance.**

**If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.**

**Due to the volume of applications received, we are unable to provide information regarding the**

**status of your application over the phone. To check the status of your application, please log in to your account and click on "Application Status". Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.**

It is the policy of Beaufort County that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

**Online Application:** <https://www.governmentjobs.com/careers/beauforddss>

You can find assistance with creating your account and steps for completing the application process at this site: <https://www.governmentjobs.com/Home/ApplicationGuide>

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid North Carolina Driver's License Required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://co.beaufort.nc.us/departments/human-services/social-services>

Job #113-04-316  
ACCOUNTING CLERK IV  
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