**Position**: Accounting Specialist I

**Position Status**: Full-Time

**Department**: Social Services

**Salary Range**: $36,569.04 - $51,671.10

**Opening Date**:March 29, 2022

**Closing Date**:April 12, 2022

**Position Description**:

An employee in this class is responsible for appropriate billing and payment of federal, state, and local funding. The responsibilities of the position are high functioning and essential to the agency. The employee must be able to multi-task in order to complete job duties. The majority of the duties include deadlines that must be met in order to maintain the agency’s financial well-being. The employee will assist the Business Officer in most aspects of their daily functions. In the event of an emergency, as determined by the County Manager or designee, participation in preparedness and response operations is expected. The employee is required to fill a temporary assignment in a role different from standard duties, work hours, and/or work location in preparation for, during, and after the emergency. The employee is also required to participate in relevant exercises and regular preparedness training. Work is done independently under the direct supervision of the DSS Business Officer I.

**Responsibilities**:

* Processes client reimbursements and completes the reimbursement report.
* Completes spreadsheet and transmits through NCTRACKS.
* Enters/Edits client information into the ARMS system and works with the social workers to correct errors in the ARMS system.
* Completes reimbursement process for the ARMS system.
* Runs child protective service reports for supervisors.
* Assists the Business Officer in preparing the 1571 Reimbursement Report for submission on a monthly basis.
* Assists with ordering, purchasing, and contracts.
* Completes deposits for the agency.
* Codes electronic fund transfers and deposit slips for processing.

**Qualifications**:

* Graduation from a four-year college or university with a major in accounting, business administration, or other curriculum that would provide a core curriculum in financial management coursework and one year of accounting experience; or
* A two-year degree in accounting from a business school or community college and three years of accounting or auditing experience; or
* Graduation from high school and six years of experience as an accounting technician, three of which must have been at an advanced level.