

**EMPLOYMENT OPPORTUNITY
COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES
February 28, 2023**

POSITION: Accounting Clerk IV
Available: Immediately
Salary: \$28,567- \$40,811(for Qualified Accounting Clerk IV)
Hiring Rate: \$27,208
Position #: 147-04-301

Close Date: March 14, 2023

REQUIREMENT :

KNOWLEDGE, SKILLS AND ABILITIES- 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 work independently 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.

EDUCATION AND EXPERIENCE: 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.

We will accept a work-against, which means we will hire a Processing Assistant III or an Accounting Clerk III and train for the Accounting Clerk IV position.

Columbus County is an Equal Opportunity Employer

FINAL APPLICANTS SUBJECT TO PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK.

Please Submit [Columbus County](#) Application to:

Columbus County NCWorks Career Center
Southeastern Community College
4564 Chadbourn Hwy., A-Building
Whiteville, NC 28472