



Scotland, County of (NC)
Accounting Specialist II

SALARY	\$22.05 - \$23.15 Hourly \$45,864.00 - \$48,157.00 Annually	LOCATION	Laurinburg, NC
JOB TYPE	Full Time	JOB NUMBER	00621
DEPARTMENT	Social Services Administration	DIVISION	Social Services
OPENING DATE	09/28/2023	CLOSING DATE	10/28/2023 11:59 PM Eastern

Description

The Scotland County Department of Social Services works to improve the wellbeing and safety of citizens' lives. As a part of the DSS team you will work with others who value Respect, Teamwork, Dependability, Accountability, Innovation, and Excellence. The Department provides flexible work scheduling and a full benefits package including medical insurance, vacation and sick leave, paid holidays, and membership in the North Carolina retirement system.

DESCRIPTION OF WORK:

- Work assignments include the supervision and coordination of a diverse variety of financial data in a number of areas which may include payrolls, budgeting, disbursing, cashiering, patient accounts, special vending funds, Medicare and Medicaid cost accounting/reports, grants accounting, contracts, trust funds, etc.
- Employees are generally responsible for managing the day to day financial program or assisting a higher level accountant or business manager.
- Work may require contact with budget and other officials within and outside the organization.

Examples of Duties

KNOWLEDGES, SKILLS, & ABILITIES:

- Considerable knowledge of accounting and auditing principles and practices.
- Knowledge of and ability to explain, and apply the provisions of the standardized accounting practices adopted by the State Government.
- Ability to: interpret and analyze accounting data and apply that analysis to the departmental or institutional needs and determine compliance with pertinent guidelines, rules, regulations, and laws; establish and maintain effective working relationships with NC 00715 OSP 10/86 representatives of related contact agencies, departmental staff, and the general public; communicate effectively in oral and written form

Typical Qualifications

PREFERRED TRAINING AND EXPERIENCE:

- 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.
- or an equivalent combination of training and experience

Supplemental Information

SUPPLEMENTAL INFORMATION:

- Must possess and maintain a valid driver's license;
- Criminal Records check, drug screen, and references will be required for the successful candidate;
- All applications will be considered but not necessarily interviewed;
- Resume in lieu of a completed application is not acceptable;
- Diplomas and degrees must be received from appropriately accredited institutions;
- We are an *Equal Opportunity Employer* and *E-Verify Participant*.

Accounting Specialist II Supplemental Questionnaire

*QUESTION 1

Do you have a bachelor's degree in accounting, business administration or a related field and one year of accounting experience?

- Yes
 No

*QUESTION 2

Do you have an associate's degree in accounting and three years of accounting or auditing experience?

- Yes
 No

*QUESTION 3

Do you have a high school diploma and six years of experience as an accounting technician, three of which must have been at an advanced level?

- Yes
 No

* Required Question