



DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2232

NOTICE OF VACANCY

March 2, 2010

POSITION #: 151-01-004

CLOSING DATE: MARCH 11, 2010

TYPE OF VACANCY: ACCOUNTING TECHNICIAN I, FINANCE

SALARY GRADE: 59

ANNUAL SALARY: \$25,624

CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in withdrawal of the conditional employment offer. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Criminal background check required. Has or is able to obtain a valid North Carolina Drivers License. **Applicant must be tested through the Employment Security Commission passing the spelling test with a minimum score of 60 and passing the computer skills test with an overall score of 50% for Microsoft Word and Excel 2000.**

PREFERRED EDUCATION & EXPERIENCE: Bachelor Degree in Accounting or Business Administration OR Associate in Accounting or Business Administrations or related field AND 2 years related experience.

MINIMUM EDUCATION & EXPERIENCE REQUIRED: Graduation from a high school including or supplemented by basic courses in bookkeeping or accounting and two years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. (Completion of a one-year business course in a business school including or supplemented by courses in bookkeeping or accounting maybe substituted for the required experience.)

KNOWLEDGE, SKILLS & ABILITIES: Basic computer literacy is required to successfully meet expectations of this position. Competence in Windows, Word, Excel, Access and e-mail are essential. Good verbal, grammatical, and spelling skills are necessary to compose memos, letters, etc. Working knowledge of:

....partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....

the application of established bookkeeping and accounting principles and techniques to standard accounting transactions; established governmental and departmental budgeting practices and procedures; office methods and procedures. Ability to: use posting, calculating, or adding machine in recording financial data or making computations; understand and apply laws, regulations, and policies to the maintenance of financial records; prepare standard financial reports from the books and records; communicate effectively verbally and in written correspondence.

DUTIES: This position is assigned to the agency Finance Office. The primary purpose of this position is to work with other accounts payable staff, to process all invoices related to the various program areas and operating expenses of the agency, two group homes, and the Care Center Shelter for victims of domestic violence. There are in excess of 100 various expense lines within the five budgets for the agency. This position is responsible for: analyzing invoices submitted by program staff/vendors to determine appropriate designation of expense line to use, submission of adequate documentation and availability of funds, requesting additional information as needed to support payments, reviewing/updating various state and/or internal databases related to payment of invoices, analyzing and verifying bookkeeping transactions and posting to proper expense lines, completing journal vouchers to adjust incorrect postings, reconciling invoices processed to trial balance report. This position performs other duties as assigned.

APPLICATION: All agency employees should contact CANDACE TYLER, at Ext. 2604, or candacetyler@ccdssnc.com. All other applicants should mail a State Application (PD 107) with attached *applicable transcripts from an appropriately accredited college or university* to Cumberland County Department of Social Services, P. O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** *All applicants will be considered, but not necessarily interviewed.*

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING.