



COUNTY of CUMBERLAND
JOB VACANCY ANNOUNCEMENT

POSTED: FEBRUARY 26, 2010

<i>POSITION TITLE</i> FINANCIAL ASSISTANT II	<i>TYPE APPOINTMENT</i> FULL-TIME	<i>SALARY</i> \$28,087	<i>GRADE</i> 61
<i>DEPARTMENT/LOCATION</i> CROWN CENTER	<i>POSITION NUMBER</i> CCC0029	OPEN RECRUITMENT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Associate's Degree with course work emphasis in business administration; supplemented by two (2) years supervisory experience in a selling capacity, handling/reconciling large sums of money; or a combination of education, training and experience.

HOW TO APPLY:

Applications may be picked up and turned in to County Human Resources, Cumberland County Courthouse, Room 14, PO Box 1829, Fayetteville, NC 28302-1829. Applications must be received in this office by 5:00 pm on the application closing date. Open recruitment positions may be closed at any time without notice. Resumes may be attached to applications; however, resumes ***will not*** be accepted in lieu of a completed application.

CONDITIONS OF EMPLOYMENT:

Selected applicant must have and maintain a valid North Carolina driver's license with an acceptable driving record; background check with local law enforcement agency required; and must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

GENERAL POSITION DESCRIPTION AND DUTIES:

This position acts as a liaison for suite holders, the preferred seat licenses program and the group sales program. Duties include: as administrator in conjunction with the Director of Marketing, maintain individual event suite sales, preferred seat licenses and the group sales program; maintain the preferred seat licensing program and group ticket sales program for ticketed Crown Center events; maintain financial accounts, to include billing, receipts, deposits, balancing and control; provides reports, tabulations, statements, schedules, logs, card records, and/or other materials; maintains confidentiality of various material and information; print all tickets for suite holders, the preferred seat licensing program and group ticket sales program; reconcile large sums of money utilizing prescribed cash management controls, including the closing out of ticket sellers at the end of the event and balance the vault; build suite events in the computer ticket equipment system and support Ticket Office Manager with other computer ticket equipment responsibilities as needed. Employee may also train and coordinate part-time, seasonal or volunteer workers. Must be available for evening, holiday and weekend work as required.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Has thorough knowledge of programs, policies and procedures of assigned office or department. Has considerable knowledge of punctuation, grammar, spelling, and arithmetic. Has considerable knowledge of modern office practices, procedures, equipment and standard clerical technique and of the application of standard established bookkeeping principles and techniques to governmental accounting transactions. Is skilled in use of popular and specialized computer-driven word processing, spreadsheet, and database programs. Is able to research and analyze program documents and narrative materials, and to prepare reports from information gathered; make routine administrative decisions independently in accordance with laws, regulations, and County policies and procedures, and to solve problems and answer questions. Is able to develop and modify work procedures, methods and processes to improve efficiency. Is able to communicate effectively orally and in writing; review and verify accuracy of narrative and numerical material; exercise tact and courtesy in frequent contact with County officials and the general public. Is able to exercise discretion in use of confidential material; and establish and maintain effective working relationships as necessitated by work assignments.

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

CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – www.co.cumberland.nc.us

AN EQUAL OPPORTUNITY EMPLOYER.