



COUNTY of CUMBERLAND

JOB VACANCY ANNOUNCEMENT

POSTED: AUGUST 25, 2010

<i>POSITION TITLE</i>	<i>TYPE APPOINTMENT</i>	<i>SALARY</i>	<i>GRADE</i>
ACCOUNTING TECHNICIAN III	FULL-TIME	\$30,805	63
<i>DEPARTMENT/LOCATION</i>	<i>POSITION NUMBER</i>		
WORKFORCE DEVELOPMENT	WDC0086	OPEN RECRUITMENT	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Associates degree with course work emphasis in business administration or accounting supplemented by two years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education 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:

Must have or obtain and maintain a valid North Carolina drivers license with an acceptable driving record. Background check with local law enforcement agency required. Requires drug-screening test and receipt of negative results for the use of drugs specified in the county policy.

GENERAL POSITION DESCRIPTION AND DUTIES:

Under general supervision, the purpose of the position is to perform responsible accounting support and administrative work in the preparation, processing, maintenance and verification of accounting documents and records, such as Accounts Payable, Inventory Management, Purchase Orders and Requisitions, Travel and Training, Records Management as it relates to the accounting aspect and assist the Accountant and other staff as needed. The position performs related duties as assigned and reports to the Accountant I. Prepare Accounts Payable vouchers; maintain the Accounts Payable files to include a copy of all invoices paid; Code requests for participant reimbursements to include emergency assistance as requested by Case Managers for their participants. Ensure case manager's signature for approval is present on the form. Stop payment transactions when necessary; Maintain annual Accounts Payable schedule denoting internal cutoff, County cutoff and check issuance; Act as Workforce Development Liaison with creditors; Prepare journal entries; reconcile procurement card transactions; prepare all requisitions for purchase orders; Maintain inventory log; ensure inventory is properly tagged; Perform annual audit of all inventory no later than June 15th of each fiscal year. Process client (school) reimbursements and settlements. Maintain guidelines for the retention and disposition of accounting records; Ensure employees are informed of any changes to the North Carolina General Statutes 121 and 132; Document and advise employees of any federal or grant regulations that may supersede NCGS; Coordinate with Cumberland County for disposal of records annually. Assist Accountant and other staff as needed; prepare budget revisions; monthly reports on the State and Federal FMIS systems; Monitor budget, revenue and expenditure reports; Provide technical assistance and support to staff. Performs general clerical work in support of assigned functions including filing, attending meetings, filing time sheets, registers and other documents, and maintaining forms and supplies. Performs related duties as required.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Has considerable knowledge of bookkeeping principles and practices; considerable knowledge of established governmental budgeting and bookkeeping practices and procedures; considerable knowledge of terminology used within the department as such pertains to work responsibilities. Has knowledge of personal computer programs to handle essential duties and responsibilities; ability to compute figures rapidly and accurately. Has working knowledge of the laws, ordinances, standards and regulations pertaining to the essential duties and responsibilities of the position; has a working knowledge of the organization of the department, and related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts including internal and external auditors, Workforce Development Board, etc.

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.