

**NORTHAMPTON COUNTY
NOTIFICATION OF POSITION VACANCIES**

Department: **Northampton County Social Services Department**

Position Title: **Accounting Specialist II**

Position Grade: **69**

Salary Range: **\$ 35,678 - \$ 62,958**

Posting Date: **July 23, 2010**

Contact Personnel Office: **Linda White Moody - DSS**

Deadline for Applying: **August 2, 2010, at 5:00 p.m.**

**Brief Job Description: Educational/Special Requirements
(See Personnel for detailed job description)**

PLEASE SEE ATTACHED

ACCOUNTING SPECIALIST II

Northampton County Department of Social Services has a vacant Accounting Specialist II position. Work at this level involves a professional level of accounting and financial management. Position will have the responsibilities for budget planning and preparation with guidance from the Director; for reimbursement to the county, for fiscal management, public relations, supervision and special projects. Responsible for assisting the Director in performing a variety of duties which involve managing resources to meet changing demands and mandates.

Knowledge, Skills & Abilities: Considerable knowledge of accounting and auditing principles and practices, apply the provisions of the standardized accounting practices adopted by State Government. Ability to interpret and analyze accounting data and apply that analysis to the departmental needs and determine compliance with pertinent guidelines, rules, regulations and laws; establish and maintain effective working relationships with representatives of related contact agencies, departmental staff and the general public; must possess the ability to exercise independent judgment, to plan work efficiently, to interpret policies and communicate effectively in oral and written form.

Minimum Education & Experience: Graduation from a four-year college/university with a major in accounting, business administration and one year of accounting experience; or a two-year degree in accounting 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. **Closing date for receipt of applications is Monday, August 2, 2010**, at 5:00 p.m. All qualified applicants must **complete a State application form (PD-107)**, attach an official college transcript – if applicable, and submit before the closing date to Linda W. Moody, Northampton County Dept. of Social Services, P. O. Box 157, Jackson, N. C. 27845. Applications also accepted at ESC, 945 Park Ave., Roanoke Rapids, N. C. 27870. Northampton County is an EOE, complies with ADA requirements and hires only U.S. Citizens and lawfully admitted aliens. All successful candidates will be required to submit to a substance abuse test and a criminal history record check.

