



BERTIE COUNTY
Department of Social Services
PO Box 627
110 Jasper Bazemore Ave.
WINDSOR, NORTH CAROLINA 27983

TELEPHONE
252-794-5320

DIRECTOR
Daphne Little

POSITION ANNOUNCEMENT

Accountant Clerk V

POSTING DATE: April 17, 2025

CLOSING DATE: Open Until Filled

CLASSIFICATION: Accountant Clerk V

SALARY GRADE: 61

HIRING RANGE: \$28,801.66 - \$44,642.85

APPLICATION PROCESS: Submit a completed State of North Carolina Application Form (PD-107), with an official college transcript (if applicable) no later than 5:00 pm on the closing date to: Bertie County DSS Attn: Melissa Surgeon PO Box 627 Windsor, NC 27983, Bertie County Human Resources Attn: Nicole Boone PO Box 530 Windsor, NC 27983, any Employment Security Office / NC Works Office or at Martin Community College-Bertie Campus 409 Granville Street, Windsor, NC 27983. The contact number is 252-794-4861, ext.175. Resumes in lieu of a completed PD-107 are not acceptable. Late, incomplete and/or unsigned applications will not be considered. A current, valid NC driver's license is required.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administration program with one year of responsible experience as described above; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Substantive knowledge of office or work unit procedures, methods and practices; Substantive knowledge of and ability to use correct grammar, vocabulary, spelling, proofreading and office terminology to compose and/or proofread correspondence, reports and materials; Substantive knowledge of accounting procedures, applicable mathematics and their application in the work environment; Skill in communicating effectively both orally and in writing; Considerable ability to record, compile, summarize and analyze data; Considerable ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations; Considerable ability to analyze work situations and interpret program content in making decisions and explaining policies, regulations and programs; Considerable ability to exercise judgment, discretion and negotiation skills in problem situations; Ability to learn, interpret and explain policies, regulations and programs; Ability to independently respond to inquiries and coordinate a variety of resources in acquiring and disseminating information; May require ability to train and manage a group of employees.

DESCRIPTION OF WORK:

Public contact on a daily basis with vendors, co-workers, the general public, and other agencies; review of day sheets by the 4th of each month; printing, copying and distributing reports as generated/requested; place orders for office supplies; schedule usage of training room; serve as back-up to process all mail received from the US Postal Service and State Courier and prepare all out-going mail.

Assist with accounts payable and accounts receivable; serve as Agency Security Officer and Hearing Officer. On an as needed basis: serve as back-up to the Administrative Officer for compiling monthly expenditure information; online completion of the 1571 administrative reimbursement; review/calculation of employee time sheets and travel reimbursement.

PREFERENCES:

Computer knowledge and experience with various computer software programs, such as MS Word, MS Excel, Web-based programs, etc.

ADDITIONAL INFORMATION:

Position will perform duties as a representative of a public agency and is subject to high standards for personal and professional conduct. Ability to efficiently and effectively interact with co-workers to accomplish common tasks; Ability to have efficient and courteous interaction with the public; Ability to perform in highly stressful situations; Ability to maintain high level of professionalism and to conduct business in an ethical manner at all times. The employee is required to adhere to the laws of Confidentiality. **Responsible for any other duties as assigned by the Supervisor or Director.**

A Criminal Background Check will be required before any offer of employment

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Bertie County. This service, if required will take precedence over duties described in this position vacancy announcement.