LEE COUNTY SOCIAL SERVICES
POSITION ANNOUNCEMENT

POSTING: **INSIDE/OUTSIDE LEE COUNTY Department of Social Services**
POSITION: Accounting Specialist II
DATE AVAILABLE: Immediately
SALARY/GRADE: GRADE 69,
RANGE $45,983-71273.00

DUTIES/RESPONSIBILITIES: This position is to serve in an administrative capacity regarding all fiscal operations within the department. This position is responsible for planning, researching, developing, preparing, decision-making and overseeing the Department's budget of over $18 million annually. This position supervises, 1 Accounting Tech III, 1 Accounting Tech II, 1 Processing Assistant V, 1 Processing Asst. III and 1 Computer Support II. Will administratively supervise and monitor the internal fiscal operations of the Agency to ensure efficient and effective fiscal management of the organization. This position will be responsible for program development, fiscal management, planning, coordinating, implementing and evaluating a variety of human services programs. Works includes administrative direction of department supervisors and administrative staff. Position answers directly to the Agency Director.

KNOWLEDGE, SKILLS, AND ABILITIES: Position requires strong fiscal analytical abilities, fiscal forecasting, budget preparation and oversight and excellent knowledge of the overall operation of DSS. Considerable knowledge of modern business management procedures, practices, and equipment, principles and practices of public administration and business administration. Ability to exercise judgment and discretion in applying and interpreting policies and procedures, plan, assign, and review the work of subordinates. Ability to understand and carry out oral and written instructions, establish and maintain effective working relationships with associates, officials and the general public. Ability to express comments and opinions clearly and concisely in oral or written form.

MINIMUM EDUCATION/EXPERIENCE: Graduation from a four-year college or university with a major in accounting, business administration, or other curriculum that would provide a core curriculum in financial management coursework and one year of accounting experience; or a two-year degree in accounting from a business school or community college 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.

PREFERENCE WILL BE GIVEN to those with at least 3 years of supervisory experience and extensive experience in Fiscal Control Act and generally accepted governmental accounting principles and regulations.

CLOSING DATE FOR APPLICATIONS/TRANSFERS: Open Until Filled

Submit a State application PD 107 to Lee County Department of Social Services, Attn: Melissa Lett, DSS Personnel, P.O. Box 1066, Sanford, NC 27331. ***No resumes accepted unless a completed application form is attached and applications may not be fully qualified for the position without an attached transcript.***

Pre-employment drug screening required.
EQUAL OPPORTUNITY EMPLOYER