

**Warren County Human Resources**  
**602 West Ridgeway Street**  
**P.O. Box 619**  
**Warrenton, NC 27589**



**Monday - Friday 8:30am to 5:00pm**  
**Telephone: (252) 257-3574**  
**Facsimile: (252) 257-5971**  
**www.warrencountync.com**

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **FINANCE OFFICE**

**POSITION:** Accounting Technician II

**DUTIES:** Process accounts receivable, accounts payable, budgetary & other financial data; prepare & maintain financial & related files & records; assigns vendor numbers; examines invoices, audit for accuracy & approve for payment; prepare and post journal entries & charge to appropriate departments; issue all purchase orders in a timely manner; balance accounts; acts as primary receptionist for the Finance Office; process sales & use tax report & submits for payment; enter tax vouchers, daily deposit & invoices; balance payroll bank statements & operating account bank statement; audit invoices with payment vouchers and/or purchase requisitions prior to processing as accounts payable; enter audited payment vouchers into financial system to generate warrant register; process tax refunds; remit fees for Register of Deeds' Supplemental Pension Fund; perform calculations & posts to statistical & other records applying knowledge of regulations; maintain office files, account records & a variety of other records; perform a wide variety of clerical & related tasks; operate typewriter, calculator, date entry, & other standard office equipment incident to maintaining financial & related records.

**KNOWLEDGE, SKILLS & ABILITIES:** General knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices & equipment; some knowledge of routine accounting principles; ability to maintain financial records; ability to post accounts; ability to operate efficiently a variety of office machinery; ability to deal effectively with customers, co-workers, vendors & the general public; ability to supervise subordinate workers.

**EDUCATION/EXPERIENCE:** Any combination of education & experience equivalent to graduation from high school, supplemented by courses in bookkeeping & moderate experience in bookkeeping, government accounting & general office procedures.

**SALARY:** \$30,000 - \$45,013 annually

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Warren County applications will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**