

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



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257-3754  
Fax: (252) 257-5971  
[www.warrencountync.com](http://www.warrencountync.com)

## EMPLOYMENT OPPORTUNITY WARREN COUNTY FINANCE OFFICE

**\* Internal Recruitment Only \***

**POSITION:** Accounting Specialist

**DUTIES:** Perform intermediate skilled technical and clerical work involving duties included but were not limited to being responsible for maintaining the accounts payable records in the Warren County Accounting System (maintaining vendor files, analyzing, verifying, approving, and coding payables). Responsibilities include receiving and processing payables, ensuring payments are made on time, and processing, issuing, and mailing checks while maintaining purchase requisitions. Prepare and pay the payment for monthly Sales and Use tax as well as other monthly expenses. Roll accounting period at the end/beginning of the month. Prepare and close each month in Munis ensuring all accounts are balanced error-free and all journals are closed before closing. At the end of the year close out maintenance expenses by allocating expenses to all departments. Prepare, print, mail, and electronically file 1099's every year on time.

**EDUCATION/EXPERIENCE:** Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting, bookkeeping or related field, and considerable experience in personnel, payroll, and general office work.

**SALARY:** \$30,493 - \$52,362 Annually

---

Warren County applications will be accepted until **Wednesday, October 4, 2023**, at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. 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  
TDD 1-800-735-2962**

