

**POSITION: Processing Assistant III (Finance)**  
**DEPARTMENT: Macon County Public Health**  
**Grade: 19**  
**Starting Salary: \$27,370.20**  
**Position Number: 51100066**  
**Posted: August 17, 2023**  
**Closing Date: Until Filled**



### **GENERAL DEFINITION OF WORK**

This agent has the responsibility for supporting and assisting with procurement processes, fiscal and budgetary planning, accounts receivable/payable and other general financial and clerical functions of the agency. This position impacts every aspect of Agency Operations. Work assignments are generally self-planned, but require frequent interaction with other agents, county personnel, and personnel in other State agencies and vendor company. The agent works independently under the general supervision of the Administrative Officer III as part of the Operations section and, in close conjunction with county officials.

### **Qualification Requirements**

***To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.***

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Significant knowledge of office or work unit procedures, methods and practices.
- Significant knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials.
- Significant knowledge of accounting procedures, mathematics and their application in the work environment.
- Ability to learn and independently apply laws and departmental rules and regulations covering programs and services.
- Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations.
- Ability to apply a variety of work-related formulas or mathematical calculations.
- Ability to record, compile, summarize and perform basic analysis of data.
- Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature.
- May require ability to supervise and coordinate the work of other staff, student workers or volunteers.

### **EDUCATION AND EXPERIENCE**

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience or an equivalent combination of training and experience.

## **SPECIAL REQUIREMENTS**

Valid Drivers License

## **HOW TO APPLY:**

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the

NC Works Career Center

23 Macon Avenue

Franklin, N.C.

### ***Mail to:***

5 West Main Street

Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

## **AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**

**All prospective employees are subject to a criminal background check**