

STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES
POSITION DESCRIPTION FORM (PD-102R)

APPROVED CLASSIFICATION:

EFFECTIVE DATE:

ANALYST:

(This Space for Personnel Department Use Only)

1. Present Classification Title of Position: Processing Assistant IV	7 Present 15 Digit Position Number: 299040701	Proposed 15 Digit Position Number: 299040701
2. Usual Working Title of Position: Processing Assistant IV	8. Department, University, Commission, or Agency Yancey County DSS	
3. Requested Classification of Position: Processing Assistant V	A. Institution & Division: Yancey County DSS	
4. Name of Immediate Supervisor: Sonya Morgan	10. Section and Unit: Administrative Unit	
5. Supervisor's Position, Title & Position Number: Administrative Officer II (299160300)	11. Street Address, City and County: 320 Pensacola Road, Burnsville, NC – Yancey Co	
6. Name of Employee: VACANT	12. Location of Workplace, Building and Room Number: 320 Pensacola Road, Burnsville, NC – Yancey Co	

I. A. Primary Purpose of Organizational Unit:

The primary purpose of the Administrative Unit is to provide support and direction for DSS agency.

B. Primary Purpose of Position:

This Processing Assistant V (PA V) position is responsible for providing administrative support to all units in the agency. The PA V processes and maintains payroll records relating to rates of pay, time worked, employee leave, and other factors determining the payment and serves as a point of reference for personnel-related items including time worked, leave accrual and balances, and related county and agency personnel policy. The employee works closely with agency supervisors, agency managers, and county management to ensure county and agency personnel and accounting policies are followed. The PA V is responsible for and maintains the agency trust accounts and agency accounts payable. The employee processes all invoices, including coding to the appropriate line item in the budget. The employee must have the ability to understand, interpret and apply specific rules and regulations governing the processing of fiscal documents, maintenance of financial records, and the preparation of fiscal reports. This position also serves as the backup security officer.

C. Work Schedule

Monday – Friday; 8:30 am to 5:00 pm

D. Change in Responsibilities or Organizational Relationship:

The position is being reclassified to add additional and more complex duties. The PA V will be expected to key agency invoices into the county ledger system, posting to the appropriate budget line items. The employee will be expected to monitor budgets of each department, including payroll, and prepare some necessary reports for submission for reimbursement. The PA V will also monitor state and federal debarred lists verifying current vendors are not listed. The PA V will also assume responsibility for reconciling the agency trust account. This position will also work synonymously with and serve as back up for the agency Administrative Officer II to prepare and submit the monthly 1571 request for reimbursement, prepare new employee packets and assist with new employee orientation, and, perform other duties as needed. This PA V will assume some purchasing responsibilities for the agency.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Must include % of time spent on each item.

25% - Payroll – process time sheets ensuring dates, time worked, pay rates, on-call pay, longevity pay, and employee leave time and balances are correct; submits time sheets and payroll to county finance; disburses payroll to agency staff. Payroll is processed every two weeks.

25% - Accounts payable – process all invoices including coding to the appropriate line item in the budget; maintain all accounts payable records; monitor spending to ensure budget limits are not going to be exceeded; process all agency purchase orders; review foster care board payments to ensure appropriate funding source is utilized;

20% - Trust – monitor bank trust account on an on-going basis; record all deposits in agency trust software; process disbursements twice per month as representative payee for agency clients; prepare and upload positive pay spreadsheets to ensure security of trust account; perform initial reconciliation on agency trust account.

5% - Prepare payroll and ledger reports necessary for reimbursement. Serve as backup for agency reimbursement request process (1571).

5% - Assist with employee packets and new employee orientation.

5% - Review federal and state databases to ensure potential and current vendors have not been suspended or debarred.

5% - Coordinate with agency supervisors to order and stock agency supplies.

5% - Serve as backup security officer in his/her absence.

3% - Process all fees received by the agency and code to the appropriate budget revenue code.

2% - Perform other duties as assigned.

II. B. OTHER POSITION CHARACTERISTICS:

An employee in this position works independently with minimal supervisor to complete assigned duties. The employee should treat everyone with dignity and respect and work to ensure confidentiality of employment records is maintained.

An employee in this position must be able to pay attention to detail and perform their duties effectively.

III. A. KNOWLEDGES, SKILLS, & 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.

TECHNOLOGY

B. Required Minimum Training (Must match State classification spec):

Graduation from high school and demonstrated possession of knowledge, 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.

IV. License or Certification Required by Statute or Regulation: N/A

IV. Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: *Sonya Morgan* Title: *Admin Officer II* Date: *9/14/2020*

Employee's Certification: I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: *Ruby Lipton* Title: *Director* Date: *9/14/2020*

HR Director's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: Brandi Burleson Title: Finance Officer/HR Date: 9/14/20