

ACCOUNTING TECHNICIAN CASS COUNTY HHVS OFFICES

Cass County Health, Human and Veterans Services has a current opening for a full-time Accounting Technician. This position is a Grade 19, step 1 hourly rate of \$17.80.

KIND OF WORK: Ability interpret and analyze complex data to make decisions and implement changes, develop and recommend accounting policies and procedures, compare data from a variety of sources for accuracy and completeness, locate and correct errors, organize and perform detailed work with accuracy and speed under pressure, accept the responsibility for meeting deadlines, maintain effective, respectful working relationships.

MINIMUM QUALIFICATIONS OF EDUCATION & EXPERIENCE High school diploma or equivalent, and Completion of 2 years of college coursework, vocational school, or business school in accounting or related field and 2 years of relevant experience; or 5 years of experience involving a combination of office support, accounting or computer skills with a minimum of 3 of the 5 years in accounting; or a 2-year degree in accounting

HOW TO APPLY: Applicants must apply through Minnesota Merit System on-line at <http://agency.governmentjobs.com/mnmeritsystem/default.cfm> and submit a Cass County application and send to the address below. Questions may be directed to: Kim Minton, Support Services Supervisor, PO Box 519, Walker, MN 56484. Phone: (218) 547-1340, Ext. 302. **CLOSING DATE:** July 10, 2017 - 4:30 p.m. Testing is scheduled for Saturday, July 15, 2017 at 9:00 a.m. in Walker.



A complete job description is available upon request from the office of the County Administrator. Applicants may call or write to request reasonable accommodation to complete the job application or attend an interview.

Cass County is an Equal Opportunity Employer