

ACCOUNTING TECHNICIAN/OFFICE SUPPORT SPECIALIST

Roseau County Social Services is accepting applications for a full-time Accounting Technician/Office Support Specialist. This position performs a variety of accounting and Office Support functions. Work is performed through the use of spreadsheets, database software and/or complex computer systems. Must be PC proficient and have the ability to understand and carry out detailed written and oral instructions. The position requires successful completion of the Minnesota Merit System Accounting Technician exam.

Minimum Qualifications: High School diploma/equivalent and two years of college, vocational or business school and experience in a position involving accounting/bookkeeping.

To view job description, salary and to apply for the examination, go to the Department of Human Services Merit System website: <http://agency.governmentjobs.com/mnmeritsystem/default.cfm>.

Click the link on the left-hand side that reads: Exams Open for Application.

Scroll down and select Job # 662-68.

Click on the underlined title "Accounting Technician."

This will show the job announcement and include more detail of duties.

NOTE: APPLICATIONS MUST BE RECEIVED BY THE DEPT OF HUMAN SERVICES MERIT SYSTEM BY 4:30 PM, MAY 1, 2017.

For questions/information contact: Gwynne Roadfeldt, Fiscal Supervisor, Roseau County Social Services, 208 6th ST SW, Roseau MN 56751 or call (218) 463-2411.