



North Carolina State Board of Certified Public Accountant Examiners
1101 Oberlin Road, Suite 104 • PO Box 12827 • Raleigh NC 27605
Phone (919) 733-4222 • Facsimile (919) 733-4209 • Web www.nccpaboard.gov

Professional Standards Assistant

The North Carolina State Board of Certified Public Accountant (CPA) Examiners is seeking a Professional Standards Assistant. This individual will provide administrative support to the Board's Professional Standards section and Staff Attorney. Individual should be self-motivated with strong time management and organizational skills. Duties include, but are not limited to, communication and correspondence with licensees and the public, licensee compliance matters, and other clerical functions. For additional information, please review the attached job description. An employment application is also attached.

An applicant must send his or her résumé, a completed application, salary requirement, and three (3) professional or personal references to: Staff Attorney, North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh, NC 27605. The deadline for submitting materials is September 19, 2016.

Required Qualifications

Applicants must display attention to detail and possess strong written and verbal communication skills. They must be proficient with Microsoft Office products and demonstrate sensitivity to working with confidential material. Position requires strong critical thinking, sound judgment and decision making skills. The applicant must be able to organize work efficiently and work well in a team environment.

Preferred Qualifications

Applicant demonstrates proficiency in Adobe Acrobat, possesses a two- or four-year degree from an accredited college or university, and has familiarity with internet searches.

LICENSING/PROFESSIONAL STANDARDS ASSISTANT

General Statement of Duties

Performs a variety of clerical, secretarial, data entry, files management, or support duties in a section of the NC State Board of Certified Public Accountant Examiners.

Distinguishing Features of the Class

Employees in this class perform a variety of clerical, data entry, verification of computer databases, and administrative support duties. Work generally requires that employees handle day-to-day activities such as information processing, verification of accuracy and completeness of CPA firm registrations or examination applications, and responding to inquiries for appropriate forms and information requested or other needed information. Clerical duties have a moderate degree of complexity, with most outgoing correspondence of a standardized nature with essential culturing to best match the particular needs; drafted items are reviewed by the section Manager for conformance with Board policy and General Statute. Duties require a high level of accuracy in light of the clerical audit processes assigned to the employee. The work requires some independence and self-initiative in daily activities with some judgment required in selecting and applying the appropriate course of action. Unusual situations may be referred to the Manager for guidance or for handling at a higher level. General knowledge of the Board and related functions are needed. Guides may include a variety of written manuals and instructions, as well as oral instructions. Work is performed under the supervision of the Section Manager or the Board's Executive staff and is evaluated through observation, random audits or review of work completed, meetings, and the quality, accuracy and effectiveness of work completed.

Duties and Responsibilities

Essential Duties and Tasks

Serves as program support performing functions that are clerical, data entry, and data review in nature; performs other administrative support for section functions and services.

Receives telephone calls; gives information concerning callers' needs; may handle requests for information and serves as a guide during completion of the application process.

Secures information via telephone, electronic mail, or correspondence; selects appropriate application packages for exam and licensee applicants, and for attorneys requesting information; processes returned information to ensure that the applicant included all the required paperwork to process the application.

Verifies that all partners, members or shareholders are actively licensed CPAs by checking the computer database or calling other state accountancy boards; handles confidential items and/or material; coordinates the processing of CPA firm registrations with the Department of the Secretary of State; processes firm compliance with peer review program, CPE sponsor application and annual CPE audit.

Reviews relevant sections of North Carolina telephone books for correct advertisement for CPAs and CPA firms to verify licensure including accountants, certified public accountants, advisors, attorneys, bookkeeping services, business management consultants, financial advisors, investment advisors, tax preparers and others; compares each one to Board database; establishes files as needed to support this function; responds to requests from the public for disciplinary information available on CPAs, and CPA firms.

Determines accounting hours requirement; processes fee payments.

Creates hard copy files on approved exam applicants; reorganizes files once grades

received; shifts files for exam retakes.

Inputs data into automated systems for the section; generates records, reports, and/or other Board requirements from the data; verifies and edits data as needed.

Produces correspondence, cultured form letters, memoranda, notes, reports or other materials; reviews work for compliance with instructions, spelling, punctuation and basic grammar; proofreads final copies of materials and gives to Manager for review and signature; distributes completed material.

Reviews materials to be mailed for correct information based on the specific request; processes documents based on review and verification; files and retrieves materials based on information and performs periodic follow-up activities in accordance with established work processes of the section.

Screens and routes materials according to content of communications.

Maintains files and activity records; initiates appropriate follow-up or further action based on the work procedures established by the section.

Additional Job Duties

May work with other staff on various work assignments within the section.

May handle cash transactions for the section or forward to the individual with the assigned responsibility for deposits.

Provides backup assistance to the receptionist or to other roles in the Board.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

General and working knowledge of Board office practices and procedures, and the specific statutory and rules provisions pertaining to licensure or examinations.

General knowledge of and ability to use correct grammar, vocabulary, spelling, and arithmetic.

Ability to communicate effectively in oral and written forms; in person and by phone.

Ability to demonstrate a professional manner while answering telephone inquiries.

Ability to gather, compare, evaluate and compile materials from a variety of sources.

Ability to gather, learn and give general information and instructions on Board policies, relevant Statutes and functions of the Board.

Ability to be tactful and courteous.

Ability to operate a variety of office machines such as a computer, typewriter, fax, copier, and others required in the position.

Ability to use judgment in organizing and establishing priorities of the work assigned.

Ability to record information and balance figures.

Ability to compile information based on general instructions.

Ability to arrange and place records, reports and files into a proper sequence.

Ability to establish and maintain effective working relationships with managers, Executive staff, other staff, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, grasping, talking, hearing, and repetitive motions.

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Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Work may require light lifting in reviewing and copying sections of telephone books, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a typewriter or computer terminal, and determine the accuracy, neatness, and thoroughness of the work assigned.

Desirable Education and Experience

Graduation from high school and one year of experience as an office assistant, secretary, or related position; or an equivalent combination of education and experience. Basic office technology skills are required in word processing, computer operation, and the use of standardized office equipment.

NC State Board of CPA Examiners
1999
2005 - Updated

Special Note: This description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist that can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

APPLICATION FOR EMPLOYMENT

(SSN Voluntary, for Record Keeping and Data Processing Only)

Date of Application _____

Social Security Number	Last Name	First Name	Middle Name
Address (Street number and name)		City	County
State	Zip Code	Phone (Home or where you can be reached)	Business Phone

If you are not available for work now, enter the earliest date you could begin work (mo/day/yr.) _____

Jobs Applied For

Enter below the specific title(s) of the job(s) for which you are applying.

1. _____

Referral Source

Please indicate your referral source: _____

If you were referred by the Employment Security Commission (Job Service) please indicate which local office: _____

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.

Schools	Name and Location	Dates Attended (mo/yr)		Grad?	S/Q Hrs.	Major/Minor Course Work	Type of Degree Received
		From:	To:				
High School				YES <input type="checkbox"/> NO <input type="checkbox"/>			
College(s) University (s)				YES <input type="checkbox"/> NO <input type="checkbox"/>			
Graduate or Professional				YES <input type="checkbox"/> NO <input type="checkbox"/>			
Other educational, vocational school, internships, etc.				YES <input type="checkbox"/> NO <input type="checkbox"/>			

Special training programs and seminars you have completed in the last five years (list):

If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:

Current professional status: (List fields of work for which you have been registered)

Registration: _____ State: _____ No. _____

Registration: _____ State: _____ No. _____

Membership in professional, honorary, or technical societies (list):

DO NOT COMPLETE THIS BLOCK

DEGREES AND PROFESSIONAL CREDENTIALS

- Have been verified
 Will be verified within 90 days

Person Responsible: _____

Licenses and certifications (List, giving dates and sources of issuance):

SKILLS

CHECK the following skills, experiences, etc., which you have:

- | | | |
|--|---|--|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Sign Language | <input type="checkbox"/> Legal transcription |
| <input type="checkbox"/> Chauffeur's License | <input type="checkbox"/> Foreign language (specify) _____ | <input type="checkbox"/> Medical transcription |
| | <input type="checkbox"/> Adding Machine/calculator | <input type="checkbox"/> Braille |
| | <input type="checkbox"/> Typing (specify WPM) _____ | <input type="checkbox"/> Word Processing |
| | <input type="checkbox"/> Shorthand/speedwriting (specify WPM) _____ | <input type="checkbox"/> Other _____ |

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.) YES NO (If yes, explain fully on an additional sheet.)

Current or Last Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	May We Contact Employer YES <input type="checkbox"/> NO <input type="checkbox"/>
Date Separated (mo/yr)	List major duties in order of their importance in the job:			
Full Time Years Months				
Part Time Years Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties in order of their importance in the job:			
Full Time Years Months				
Part Time Years Months				
If part time, number of hours worked per week:				
Employer:		Address:		
Job Title:		Supervisor's Name	Telephone Number	No. Supervised by you:
Date Employed (mo/yr)	Starting Salary \$ _____ per	Ending or Current Salary \$ _____ per	Reason for Leaving	
Date Separated (mo/yr)	List major duties in order of their importance in the job:			
Full Time Years Months				
Part Time Years Months				
If part time, number of hours worked per week:				
<p>I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)</p>				
Signature of Applicant (unsigned applications will not be processed)				Date