

ACCOUNTANT

Position Code: 2510
WC Code: 8810
FLSA Status: Non-Exempt
Pay Grade: 351
Location: Finance
Approval Date: 2019

General Statement of Duties

Performs intermediate professional and administrative work in the financial activities of the Town.

Distinguishing Features of the Class

An employee in this class performs analysis and accounting of revenues and expenditures for the Town. Work involves the preparation of various financial documents and reports related to the Town's financial condition, budget, and related issues. The employee performs various financial analyses and prepares a variety of financial reports. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the Accounting Manager.

Duties and Responsibilities

Compiles, analyzes and formulates monthly and annual data for journal data entry.

Provides information for creation of financial statements.

Reviews and analyzes various accounts and information for use by management and/or outside audit review.

Composes annually the Powell Bill Expenditure Report and TR-2.

Performs accounting, financial reporting and analysis.

Maintains property tax files and prepares related journal entries.

Maintains and analyzes the usage of mobile devices.

Prepares payroll and processes accounts payable invoices for the Accounting Technician when needed.

Prepares a variety of financial reports and presentations requiring various analyses.

Reconciles subsidiary ledgers to the general ledger.

Prepares various journal entries and posts to the general ledger.

Posts budget transfers and amendments, and reviews and audits budgetary accounting entries.

Assists the auditors during the annual audit of Town financial records.

Responds to various questions from co-workers and other departments.

Works closely with the Accounting Manager and takes on special projects from Financial Analyst, Deputy Finance Director or Chief Financial Officer as assigned.

Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment.

Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and other Town employees.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Requirements

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

Must be able to perform light work 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 lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Graduation from an accredited four year college or university with an earned degree in accounting or business, and experience in public finance administration; or an equivalent combination of education and experience.