

ACCOUNTING TECHNICIAN

Position Code: 1900
WC Code: 8810
FLSA Status: Non-Exempt
Pay Grade: 347
Location: Finance
Approval Date: 2019

General Statement of Duties

Performs responsible paraprofessional accounting and fiscal functions for the Town.

Distinguishing Features of the Class

An employee in this class performs a variety of paraprofessional fiscal and accounting tasks involving journal entries and budgetary accounting, processing bi-weekly payroll, accounts payable, assisting with various accounts receivable, generating a variety of financial reports, performing related fiscal duties. Work includes generating a variety of records and reports and other accounting clerical duties. Work is performed under regular supervision of the Senior Accountant and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

Duties and Responsibilities

Posts daily transactions, journal entries, amendments, deposits, disbursements, and other documents to the general ledger; reconciles monthly bank statements and balances accounts.

Handles payroll processing to include complete and accurate data entry; auditing payroll reports; printing checks and transmitting electronic information for direct deposits.

Insures strict confidence of employee actions and benefits.

Generates reports using standard computer hardware and software.

Complies and correlates various invoices and vendors in preparation for accounts payable; enters all accounts payable invoices and prepares and prints checks; prepares manual checks when needed; posts manual checks and prints related reports.

Researches inquiries regarding purchase orders, requisitions, payments, and other related issues; assists with maintaining vendor list.

Assists with various posting, printing, and calculation of accounts for month and year end closing, budget figures, budget amendments, revenues received, etc.

Post revenues, assists with privilege license preparation and issuance; and assists with other fiscal tasks.

Compiles and/or splits out by department or account various bills, records, etc.; makes entries to spreadsheets; prints, compiles and prepares a variety of reports.

Serves as back-up to other staff in finance office

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Comprehensive knowledge of north Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of accounting principles and practices.

Thorough knowledge of standard office procedures, practices, and equipment.

Working knowledge of Town policies and procedures.

Working knowledge of the laws and regulations related to Fair Labor Standards Act.

Working knowledge of laws, general statutes, rules, and regulations governing specific municipal accounting tasks.

Working knowledge of computer operations as they relate to assigned tasks.

Ability to compile, evaluate, and reconcile a variety of accounting records and reports.

Ability to effectively and discretely handle the confidentiality of employee information.

Ability to use judgment to apply selected policies and procedures while maintaining and processing personnel transactions.

Ability to make arithmetic processes accurately and with reasonable speed.

Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities; especially MUNIS, Microsoft Word, and Excel.

Ability to develop and maintain working relationships with a variety of people including vendors, general public, and other employees and supervisors.

Ability to communicate effectively in oral and written forms.

Ability to perform accounting processes with speed and accuracy.

Physical Requirements

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

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 move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Bachelor's Degree from an accredited college or university in Accounting or related field and one to three years of directly related experience; Associate's degree in accounting and three to five years of experience in an automated fiscal or accounting environment, preferably in the public sector; or an equivalent combination of education or experience.