

ACCOUNTANT

Position Code: 2510
WC Code: 8810
FLSA Status: Non-Exempt
Pay Grade: 353
Location: Finance
Approval Date: 2023

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 a variety of professional fiscal and accounting tasks involving journal entries and budgetary accounting, assisting with invoicing and accounts receivable, generating a variety of financial reports, and performing related fiscal duties. Work involves the preparation and analysis of various financial documents and reports related to the Town's financial condition, budget, and related issues. 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 evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

Duties and Responsibilities

Reconciles various general ledger accounts.

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

Provides information for the creation of financial statements.

Maintains capital projects and capital assets.

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

Assists external auditors during the annual audit of the Town's financial records and internal controls review.

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

Performs other duties as required.

Additional duties according to functional area include but are not limited to the following:

Accountant (Central Accounting) - Work is performed under the direction of the Accounting Manager.

Composes the Powell Bill Expenditure and Fiscal Reports.

Prepares documents for capital assets (GASB 34).

Maintains property tax files and prepares related journal entries along with the annual TR-2 form.

Maintains and submits annual escheat files to various states.

Reconciles monthly insurance billings including all medical insurance, HRA, and Flexible Spending.

Prepares the Statistical Section of the Annual Comprehensive Financial Report (ACFR).

Accountant (Community Services) – Work is performed in the functional areas of Parks & Recreation, Planning & Community Development, Building Permitting & Inspections, and other related areas, under the direction of the Assistant Town Manager – Community Services.

Reconciles daily cash receipts and deposits.

Posts daily transactions, deposits, disbursements, and other fiscal activities to the general ledger.

Maintains monthly billing and reconciliation of receipts from multiple systems to the Town ERP.

Assists in the development of and monitors compliance with departmental policies and procedures.

Establishes and maintains a system of inventory controls and monitors compliance. Performs periodic inventory counts.

Assists assigned departments with Time and Attendance, Purchasing, Contracts, and Budget entry and compliance.

Assists in maintenance of and training on the departments' assigned software systems.

Liaison between assigned departments and Central Accounting.

Backup to the Administrative Coordinators / Assistants.

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

Ability to design and prepare analytical or interpretative reports.

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

Ability to analyze and prepare financial records and reports with accuracy and thoroughness.

Ability to communicate effectively in oral and written forms.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert 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 work with data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

A Bachelor's degree from an accredited college or university in Accounting or related field and one to three years of directly related experience; or an Associate's degree in Accounting or related field and three to five years of directly related experience; or an equivalent combination of education and experience.