

ACCOUNTING SPECIALIST

Position Code: 2723

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 349

Location: Finance

Approval Date: 2023

General Statement of Duties

Performs paraprofessional and administrative work in the financial activities of 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 payroll, assisting with various accounts receivable, generating a variety of financial reports, and 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 Accounting Manager and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

Duties and Responsibilities

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

Processes a monthly payroll for Board level staff and bi-weekly payrolls for Town staff including review of timekeeping records, accuracy and compliance of payroll changes, analysis of salary and deduction information, compliance in pay according to workers' compensation regulations, and electronic submission to the bank and other agencies for payment.

Prepares monthly, quarterly, and annual reports for submission to NC Department of Revenue and Internal Revenue Service.

Assists in maintenance and training of the timekeeping program, ExecuTime, including presenting monthly to new hires during orientation.

Processes annual W-2 information and distribution.

Monthly submission to the state for retirement compliance.

Processes annual longevity payroll for staff and retirees.

Complies with internal control policies and procedures while maintaining strict confidentiality of personal information.

Collects and reviews Travel Authorization and Expense Reports in compliance with the Travel Policy.

Conducts quarterly and annual inventory counts.

Compiles and records donations made to the Town.

Facilitates billing and compliance with local school districts for Resource Officers needed.

Monthly reconciliation of general ledger accounts with corresponding journal entries.

Reconciles cleared checks from the bank to the ledger.

Assists external auditors in collection of data for annual internal controls review.

Backup to the Accounting Technician, including Accounts Payable.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Comprehensive knowledge of North Carolina General Statutes, Town policies and local ordinances governing municipal financial practices and procedures.

Thorough knowledge of accounting principles and practices.

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

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

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

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

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, ExecuTime, Microsoft Word, and Microsoft Excel.

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

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, do 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.