

ACCOUNTING TECHNICIAN

Position Code: 1900
WC Code: 8810
FLSA Status: Non-Exempt
Pay Grade: 348
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, accounts payable, 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.

Compiles and correlates various invoices and vendors in preparation for accounts payable; enters accounts payable invoices and prints checks; posts checks and prints related reports; submits electronic file to the bank for direct deposit on EFT checks.

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

Maintains vendor statements.

Monitors and manages outstanding checks.

Generates annual 1099 forms to vendors.

Ensures strict management of confidential information.

Compiles, analyzes, and formulates monthly and annual data using standard computer hardware and software.

Performs monthly reconciliations on the general ledger including uniform taxation, workers' compensation claims, various revenue accounts, etc. Assists with various posting, printing, and calculation of accounts for month and year-end closing, revenues received, etc.

Collects and distributes mail for the Town Hall facility.
Conducts annual cash counts at various revenue locations.

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

Serves as a back-up to the Accounting Specialist including payroll processing and travel reimbursements.

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.

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

Associate degree in accounting, business or a related field and two to four years of experience in an automated fiscal or accounting environment, preferably in the public sector; or an equivalent combination of education and experience.