

ACCOUNTING TECHNICIAN

General Statement of Duties

Perform responsible paraprofessional accounting, fiscal and administrative duties in the Finance Department for the Town.

Distinguishing Features of the Class

An employee in this class is responsible for a variety of paraprofessional accounting and fiscal duties and responsibilities. Examples of responsibilities include performing accounts payable, reconciling various Town accounts, preparing a variety of financial reports, backing up other staff in customer service/collections and reception, issuing purchase orders, and performing other responsible fiscal and office work. Work is performed primarily in an office environment. Work requires use of paraprofessional accounting knowledge and accuracy in data input and review. Work is performed under the regular supervision of the Finance Officer and is evaluated through conferences and by review of records and reports to determine the accuracy and timeliness of work and by independent audit of the financial records.

Duties and Responsibilities

Essential Duties and Tasks

Receives invoices and matches with payment authorizations, purchase orders, packing slips and receipts; checks for accuracy on dates, vendor numbers, sales tax, required signatures, etc.; makes corrections to incorrect information; contacts staff and vendors to trouble shoot inconsistencies.

Keys invoices into computer by vendor code number, code of department; liquidates each purchase order; checks accuracy of entry.

Verifies accuracy of vendors, codes and amounts, prints checks; matches checks to invoice copies; resolves discrepancies; balances each check run.

Sets up vendor files in the accounting system; processes W-9s.

Provides back up to staff engaged in utility customer service, revenue collections and reception for the Town.

Reconciles accounts receivable to deposit slips and other records; reconciles accounts payable and a variety of accounts; creates spreadsheets for reconciliation and other financial records and reporting; reviews and monitors purchasing card use; balances bank statements; reconciles payroll insurance records.

Issues purchase orders; prepares travel advances.

Performs a variety of miscellaneous billing; creates and mails invoices.

Maintains petty cash.

Fills in for absent staff; assists visitors and customers in Town Hall;

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of paraprofessional accounting principles and practices and fiscal reporting.

Working knowledge of standard operating practices involved in modern office operation and public service.

Knowledge of the application of information technology to fiscal, accounting, and administrative work including financial package software and hardware, word processing, data base and spreadsheet development.

Skill in public contact, customer service and collaborative conflict resolution.

Ability to develop and maintain effective working relationships with the general public and other employees.

Accuracy in creation and audit of records.

Ability to reconcile accounts accurately.

Ability to communicate effectively in oral and written forms.

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 work with data and figures, performs accounting related tasks, operate a computer, do extensive research and reading.

Desirable Education and Experience

Graduation from a community college with a degree in accounting and considerable experience in paraprofessional accounting work, preferably in a municipal or county finance or tax office; or an equivalent combination of education and experience.

Special Requirements

May require possession of Notary Public.

May require possession of a valid North Carolina driver's license.

May require ability to be bonded.