

ACCOUNTING SPECIALIST

General Statement of Duties

Performs responsible administrative work related to the general ledger, accounts payable, cash receipts, payroll, insurance, management of capital projects, and tasks related to the monitoring of the annual Town budget, review and preparation of reports, and other related financial functions.

Organizational Information

Salary Grade: 12. Exercises no supervision. Reports to the Finance Director. Generally scheduled between the hours of 8AM-5PM, Monday through Friday.

Distinguishing Features of the Class

An employee in this class performs a variety of technical financial tasks related to maintaining the general ledger, monitoring accounts payable, assisting with preparation and monitoring of the annual Town budget and capital improvement program . An employee in this position works independently, but is supplemented with input from supervisor as needed. Work requires accuracy, good organizational skills, as well as the exercise of considerable judgment to ensure that transactions are in accordance with correct accounting and budget procedures and statutory requirements. Work is performed under the general supervision of the finance director and is evaluated through conferences and reports. This classification is considered exempt for purposes of compliance with the Fair Labor Standards Act.

Illustrative Examples of Work

Assists with the preparation of the annual Town budget and capital improvement program; prepares budget worksheets for department heads; meets with department heads; monitors departmental budgets.

Prepares purchase orders and preaudits.

Reviews cash receipts and accounts payable journals.

Monitors grants for compliance and financial recordkeeping.

Makes journal entries in general ledger.

Prepares payroll; pays health insurance and supplemental insurance.

Illustrative Examples of Work (con't)

Reviews and approve invoices to be paid; reviews checks.

Assists as needed in utility functions and other customer-related functions.

Assists in preparation of annual audit and in the preparation of Comprehensive Annual Financial Report.

Other tasks related to the preparation, recording and monitoring of the financial activities of the Town as from time to time may be assigned.

Knowledge, Skills, and Abilities

Some knowledge of municipal accounting practices.

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

Skill in operating computerized accounting software/systems, Microsoft Office, Word, Excel.

Skill in operating office equipment including computer, phone, fax, and other related equipment.

Ability to effectively communicate with department heads, citizens, vendors, and other members of the community.

Education and Experience

Bachelor's degree in finance, business, accounting or related field preferred and some experience in accounting; and/or equivalent combination of education and experience. Experience in local government accounting a plus!

Physical Requirements

Work in this position is sedentary work and involves sitting most of the time. Employee must have the physical agility to move about freely, including climbing stairs. An employee must have close visual acuity to prepare and analyze data and figures; perform accounting tasks, and operate a computer. An employee in this class must be able to talk and hear in order to be able to respond to the public and other employees. The worker is subject to inside environmental conditions.

Special Requirements

A valid North Carolina Class C driver license with a safe driving record.
A drug test, background check, and credit check will be required.