

# ACCOUNTANT

## General Statement of Duties

Performs difficult professional accounting functions for the finance operations in the Town.

## Distinguishing Features of the Class

An employee in this class is responsible for a variety of accounting tasks involving journal entries, budgetary accounting, reconciling bank statements, accounts payable, payroll, generating a variety of financial reports, purchase order review, assuring general liability and other insurance coverage, and performing related fiscal duties. Work includes tracking fleet maintenance purchases and tags and titles, authorizing and distributing computer-generated purchase orders, generating a variety of records and reports, and generating spreadsheets and graphics on fiscal data. Work is performed under regular supervision of the Finance Director and is evaluated through observation, conferences, review of work, and audit of the records by an external auditor.

## Duties and Responsibilities

### Essential Duties and Tasks

Maintains and updates the general ledger; reconciles bank statements; creates and enters journal entries as needed; reconciles credit card and ACH deposits; reconciles general ledger accounts and other bank account statements with balance sheet; researches discrepancies.

Reviews invoice data entry for accuracy and documentation; processes check runs after approval; sets up vendor files and maintains W-9s; tracks insurance certificates from applicable vendors; prepares and distributes 1099s; enters purchase order requests and issues purchase order or obtains approval as needed to issue; researches as needed; orders Pcard Visas and closes accounts for exiting employees.

Administers the time keeping system for payroll; updates employee data base as needed; imports time data and reviews; processes payroll and uploads direct deposit file; posts payroll to general ledger along with payroll vendor payments; pays payroll vendors; reconciles benefits insurance vendor invoices.

Ensures all vehicles, buildings, and related property are properly listed for property, liability and casualty insurance; files claims with insurance carrier; updates data base of property covered; ensures flood insurance coverage is maintained.

Establishes and maintains fixed assets accounting; records fixed asset acquisitions, transfers, depreciation and dispositions in the accounting system; performs research to determine enumeration and disposition of items; reconciles fixed asset balances to the general ledger; determines characterization of items as asset, inventory, or maintenance and repair item for budgetary and expenditure purposes.

Backs up other staff including utility customer service staff in setting up accounts, taking payments and problem-solving with customers.

Prepares a variety of periodic reports and entries; performs reconciliations of various functions and accounts; reviews accounts and monthly statements for accuracy; assists other departmental employees and departments with accounting problems and issues.

Provides technical assistance in the department with maintaining and troubleshooting the Town's accounting system; provides internal audit functions for departments to assure good accounting controls.

Prepares for end of year close-out of accounts; prepares adjusting entries for audit in various funds and line items; closes fiscal year in computer; calculates reserve balances.

### Additional Job Duties

Fills in for other absent staff members.

Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of municipal accounting, fixed assets accounting, internal audit and inventory management.

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures and regulations governing specific municipal accounting tasks including general ledger, payroll and accounts payable.

Considerable knowledge of technology and software applications as they relate to assigned tasks including the use of various specialized financial package applications and spreadsheets.

Skill in internal and external customer service excellence and collaborative conflict resolution.

Skill in research and accuracy.

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

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

Ability to establish and maintain effective working relationships with vendors, the general public, department heads, and other Town employees providing technical guidance.

Ability to communicate effectively in oral and written forms.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Ability to organize work for efficient processing, set and follow effective work priorities, and meet established deadlines.

### 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 prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

### Desirable Education and Experience

Graduation from a four-year college or university with a degree in accounting or business and professional level experience in accounting, preferably in the public sector; or an equivalent combination of education or experience.

### Special Requirements

Ability to be bonded in the State of North Carolina.

Prefer Certified Finance Officer or ability to obtain.

Possession of a valid driver's license.