



Accounting Specialist 2		
DEPARTMENT: Finance	REPORTS TO: Finance Director	
POSITION TYPE: Full-time	RANGE: \$42,593-\$63,892	FLSA STATUS: Non-Exempt
The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the departments.		

GENERAL DESCRIPTION: Performs professional and paraprofessional tasks assisting with Finance Department operations; prepares and processes payroll, accounts payable, and accounts receivable; records and reconciles deposits; tracks capital projects and grants; prepares and maintains detailed records and financial reports with accuracy. Must be able to maintain confidentiality and work on multiple projects at once. This is a highly supportive role, and work is performed under the general supervision of the Finance Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Administer Purchase Card transactions and payments and assists with the administration of bank and credit accounts.
- Ensure that proper Pre-Audit Documentation is on all receipts, invoices, or other payment-related documents.
- Provide financial and administrative structure to ensure effective, efficient, and accurate Financial Transactions.
- Process and monitor Cash Receipts and Expenditures.
- Maintain the list of Vendors and W-9 entry in the Financial Software System, enter invoices and ensure that all payments are processed in a timely and appropriate manner.
- Print and distribute weekly financial reports (Budget vs Actual).
- Generate and mail 1099's.
- Processes incoming revenue and accounts receivables.
- Maintain a financial filing system in Laserfiche.
- Prepares monthly Sales & Use Tax report and sends Annual Sales Tax Reimbursement request to the State.
- Assists with responding to inquiries regarding the Finance process, general information and policies.
- Responds to requests for information regarding property taxes and customer service.
- Administers Debt Setoff program.
- Assists with project management/expenditure tracking.
- Prepares reports for Annual Workers' Compensation Audit.
- Ensures enrollment of Employee Benefits and oversees the related accounts.
- Administers all insurance claims town wide.

- Prepares and maintains a variety of financial reports related to accounts, funds, debt service, capital assets and budgetary issues; performs research and analysis of revenues and expenditures; uses various report writing and spreadsheet applications to manipulate data.
- Prepares and maintains all necessary reports for State.
- Monitors state or federal expenditures and reimbursement grants; prepares or reconciles requisitions for reimbursements from grantor agencies.
- Posts journal entries and assists in the preparation/process of year-end journal entries and annual audit process.
- Completes various recurring reconciliations such as bank statements, postage, payroll, and retirement.
- Provide services in an effective and efficient manner to ensure that Municipal Finances are accurate and up to date.
- Ensures PCI compliance.
- Prepares and processes payroll.
- Prepares and maintains utility financial data and ensures proper reporting to Electricities.
- Must comply with the Town's Financial Policies and Procedures.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of accounting and auditing including modern local government financial administration, thorough knowledge of Federal, State, and municipal laws and policies concerning governmental fiscal operations is necessary. Considerable knowledge of the operations of local government including taxation and other sources of revenue, ability to maintain standard accounting and control measures for local government, ability to prepare clear and concise reports and to compile and analyze financial statements and reports. Must have the ability to establish and maintain effective working relationships with other employees and the general public and the ability to communicate effectively in oral and written form.

PHYSICAL REQUIREMENTS: The physical demands and working environment, which follow, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform the basic life operational support functions of reaching, lifting, grasping, full use of fingers, talking, hearing, and repetitive motions. Must possess visual acuity necessary to perform duties. Must have ability for vocal communications to express or exchange ideas orally and to convey information at normal spoken levels and to receive detailed information at normal levels.

EDUCATION AND EXPERIENCE: Bachelor's degree in accounting and 3-5 years of accounting experience in governmental finance is preferred. Ability to maintain confidentiality. Experience and related degree may be considered. Knowledge of GAAP (generally accepted accounting principles) preferred but not required, as well as a desire to grow through continued training. Knowledge of Laserfiche document management a plus.

SPECIAL REQUIREMENTS: Possession of a valid driver's license in the state of North Carolina. Ability to obtain additional certifications or education as requested.

CLOSING DATE: Open Until Filled