

Accounting Technician

Closing Date: November 14, 2018

Overview of Position:

Responsible for assisting the public with a wide variety of services, performing business registration billing and collections, assisting with tax billing and collections, and generating a variety of financial reports, assisting with payroll processing and performing other related fiscal duties. Work involves applying established accounting procedures, principles of bookkeeping, customer service practices, and basic fund accounting to the review and processing of accounting documents.

Essential Duties and Tasks:

- Provides assistance to the public on the telephone and in person
- Takes payments for taxes and other fees and revenues
- Assists with questions regarding public works and recreation services, as well as other general information about the Town.
- Assists in the billing and collection of property taxes.
- Performs billing and collection of business registrations; maintains complete business directory.
- Reviews, analyzes, and reconciles monthly bank statements for the Town's bank accounts to the general ledger.
- Assists with payroll processes to include: calculating payroll, withholdings and deductions, and transmission of direct deposits; preparing and reconciling all reports for tax withholdings; preparing monthly, quarterly, and annual reporting to include W-2s.
- Prepares accounting data for entry into the computer; keys data to include processing of edit list, check edit list, check processing, and other accounting entries.
- Compiles and edits monthly Town newsletter.
- Prepares correspondence and other reports and records.

Qualifications:

- Working knowledge of accounting principles and practices.
- Working knowledge of laws, general statutes, rules, and regulations governing specific municipal accounting tasks.

- Working knowledge of payroll laws, principles and practices, including federal and state tax withholdings.
- Working knowledge of computer applications including spreadsheets, accounting and tax billing software, word processing, etc. as they relate to assigned tasks.
- Some knowledge of tax billing and collections laws.
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports.
- Ability to make arithmetic computations and accounting processes with accuracy and with reasonable speed.
- Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.
- Ability to develop and maintain effective working relationships with a variety of people including vendors, public, and other employees and supervisors.
- Ability to communicate effectively in oral and written forms.

Desirable Education and Experience

Graduation from a community college with a degree in accounting, business or related field with years of experience in accounting and clerical functions, or graduation from a four year university with a degree in accounting, business or related field or an equivalent combination of education or experience.

Starting Rate:

\$17.00- \$19.80 hourly depending upon qualifications, the hourly rate goes up 5% after successful probationary period.

How to Apply/Contact:

The Town requires that all applicants submit a fully completed application. Applications may be submitted online, in person or by mail (300 Old Cane Creek Road, Fletcher NC 28732). Apply online at <https://fletchernc.org>.