

TOWN OF FARMVILLE

PO Box 86 / 3672 North Main Street
Farmville, North Carolina 27828-0086
OFFICE: 252-753-5774 / FAX: 252-753-2963

ACCOUNTING TECH IV

POSTED: Internal/External

POSTING DATES: 10/08/2017 – until filled

Starting Salary \$34,413

DEPARTMENT: Finance

Primary Reason Why Classification Exists

To perform technical and specialized paraprofessional accounting in payroll, accounts payable, general ledger, reconciliation of bank statements with other accounting functions for the Town.

Distinguishing Features of the Class

Performs a wide variety of advanced paraprofessional accounting tasks in the finance office. Work involves performing payroll processing, processing accounts payable, reconciling bank deposits, assisting with budgetary accounting and general ledger maintenance, and other related functions such as assisting the Finance Director and Town Manager, as needed, on projects, audit and budget preparation. Independent judgment and initiative are required in the performance of duties. Work is performed under general supervision of the Finance Director and is evaluated through work performance reviews, feedback, conferences, accuracy of work, documented customer service records and bills, and thoroughness of assigned responsibilities.

Illustrative Examples of Work

- Maintains and processes all documents for the Town's payroll system to include keying work time and entering salary data changes; contacts department or employees about problem areas;
- Verifies entry of new employee information in payroll system, and updates information as it changes, including retro pay report for changes, direct deposits, salary, benefits and tax data; incorporates garnishment, child support and other required deductions into payroll;
- Processes payroll, checking for accuracy before printing payroll checks and prepares for distribution / direct deposit;
- Maintains files of checks, vouchers, and payroll records and documents; serves as custodian of payroll files;
- Prepares, generates distributes and maintains files for standard and voluntary deductions for payroll vendors;
- Files required payroll and fringe benefits reports to a variety of Federal and State agencies and to fringe benefits vendors; prepares data for reports such as federal 941S, NC5-Q and ESC reports; prepares state retirement ORBIT report and transmits to the retirement system;
- Generates and distributes W-2s; answers questions;
- Works with the auditor on questions and documents concerning the payroll;
- Maintains confidentiality of personnel and payroll information; answers questions on employee pay and deductions within state law and employee release;
- Prepares accounts payable by entering invoices into database, generates checks, updates budgetary accounting, prints checks and accounts payable reports; maintains vendor database; creates fraud file and uploads to bank; verifies balances and account numbers; generates stop-payments as needed; re-issues stale-dated or lost checks; issues 1099s;
- Reconciles central depository bank statements, allocates interest earnings according to fund equities; troubleshoots bank adjustments and cash collections; makes journal entries to reconcile as needed; reconciles payroll bank statements; verifies positive pay status daily;
- Maintains and updates budgetary accounting data base; prepares financial reports, maintains appropriate system documentation for audit; resolves and problem-shoots issues regarding general ledger, ensures funds are balanced; assists Finance Director with audit preparation and budget preparation
- Maintains general ledger making journal entries, budget amendments, check fund balances;
- Runs financial reports, as needed, for Town Manager, Finance Director and Department Heads;
- Prepares electric sales tax reports and electronically remits monies;
- Backs up cash collections by answering telephone, collecting money, providing customer service;
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Considerable knowledge of personnel payroll practices and principles and their relationship to accounting and legal requirements;
- Considerable knowledge of laws, rules, regulations, policies and practices to follow in the payroll function;
- General knowledge of accounting and related practices and principles and their relationship to the total accounting system requirements;
- Working knowledge of personnel laws, rules, and regulations;

- Working knowledge of computer operations;
- Ability to understand and apply policies and regulations to the maintenance of financial and payroll records and reports and to personnel situations;
- Ability to use judgment and discretion in handling payroll and personnel related issues;
- Ability to use computer and other equipment for the production of payroll checks and reports;
- Ability to verify accounting and payroll documents and forms for accuracy and completeness;
- Ability to make arithmetic computations accurately and with reasonable speed;
- Ability to understand and apply policies and regulations to the maintenance of financial and accounting records and reports;
- Ability to establish and maintain effective working relationships with department heads, employees and the general public;
- Ability to communicate effectively in oral and written forms.

Education & Experience

Associate's Degree in General Office Technology, Accounting or Business is preferred
At least 3 - 5 years' experience in accounting or related background

Special Requirements

A valid North Carolina driver's license

Selected applicant will be subject to a criminal background check and drug testing is required.

Applications will be accepted at Town Hall until position has been filled. You may also obtain an application at www.farmvillenc.gov. The Town of Farmville is an Equal Opportunity Employer. All qualified minorities, females and disabled are encouraged to apply.

POSTED BY: Cindy Thomas

DATE: October 6, 2017

If you have questions concerning this position, call 252-753-5774, Monday through Thursday, 7:30 am – 5:30 pm. Friday, 8 - 12

NOTE: Town employees interested in applying for posted vacancy may submit an application to Town Hall.