



ACCOUNTING TECH I

DEPARTMENT: Finance

REPORTS TO: Finance Director

POSITION TYPE: Full-time

RANGE: \$44,659 - \$66,986

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 department.

GENERAL DESCRIPTION: Provides financial, administrative, clerical structure and support in order to ensure effective, efficient and accurate financial and administrative operations. This includes reconciling invoices and processing payments, along with recording of Cash Receipts. This position reports to the Finance Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Assists with the Administration of Purchase Card transactions, monthly statement reconciliation and payment
- 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.
- Serves as the main contact for Accounts Payable/Receivable, and responsible for weekly A/P processing
- Ensure that all payments are processed in a timely and appropriate manner
- Process and monitor Cash Receipts and Expenditures
- Enters Journal Entries into the Accounting system as needed
- Maintain the list of Vendors and W-9 entry in the Financial Software System
- Print and distribute weekly financial reports (Budget vs Actual)
- Generate and mail 1099's
- Assists with Year End processing and Annual Audit
- Maintain a financial filing system in Laserfiche.
- Provide services in an effective and efficient manner to ensure that Municipal Finances are accurate and up to date
- Must comply with the Town's Financial Policies and Procedures
- Serve as backup for Payroll
- Performs other duties as assigned by the Finance Director.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of full cycle accounts processing. Ability to establish and maintain effective working relationships with the public and other employees. Ability to communicate effectively, orally and in writing. Candidates should be proficient in working with computers using programs such as Financial Software, Word, Excel, Laserfiche and the Internet. The candidate should be able to learn and become proficient with other specialty programs.

PHYSICAL REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, full use of fingers, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EDUCATION AND EXPERIENCE: Associates Degree in Business or related field and 3-5 years of experience in Accounts Payable and Accounts Receivable. A combination of education and experience will be considered. Government Accounting, End of Year Processes, Pre- Paid Expenses- Unearned Income and knowledge of Laserfiche preferred.

SPECIAL REQUIREMENTS: Possession of a valid driver's license in the state of North Carolina and/or South Carolina.

BENEFITS: 5% 401k or 457b Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; Paid Parental Leave; PTO; Tuition Assistance, and more.

CLOSING DATE: Open Until Filled

SUBMIT RESUME AND COMPLETED APPLICATION TO:

ONLINE APPLICATION (Preferred): www.waxhaw.com

MAILING ADDRESS

Human Resources
Town of Waxhaw
PO Box 6
1150 N. Broome Street
Waxhaw, NC 28173

EMAIL: hr@waxhaw.com