

**NORTHAMPTON COUNTY LOCAL GOVERNMENT
NOTIFICATION OF POSITION VACANCY**

May 1, 2023

FINANCE TECHNICIAN

Northampton County is accepting applications for an opening in its Finance Office. The Northampton County Finance Technician acts as a budget officer responsible for supervising or independently performing a variety of accounting and budget activities of a moderate size department. Work requires considerable knowledge of the State's and the department's accounting budgeting methods, rules and regulations and requires the use of considerable judgment in maintaining the specialized bookkeeping records.

This position reports to the County Finance Officer and is delegated the general, day-to-day bookkeeping activities of the Finance Department. The accounts and records maintained by the Finance Technician are subject to periodic audit and reviewed by the State Auditor's Office and by the Budget Division.

Education: Bachelor's degree in accounting, business administration or closely related field supplemented by three years relates experience and training that includes governmental financial accounting; or an equivalent combination of training and experience. Valid North Carolina Drivers' License. Background check with law enforcement is required.

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION
AVAILABLE AT www.northamptonnc.com

Mail applications to: Human Resources Department, Attn: HR Director, P.O. Box 367, Jackson, North Carolina 27845

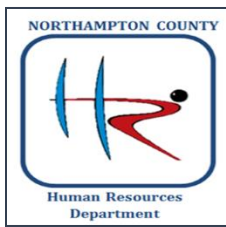
Grade 63 – Normal Hiring Salary Range: \$30,426 – Negotiable

Open Until Filled

NORTHAMPTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS.

NORTHAMPTON COUNTY IS A DRUG-FREE WORKPLACE. ALL SUCCESSFUL CANDIDATES WILL BE SUBJECT TO DRUG TESTING AS A CONDITION OF EMPLOYMENT.

SEE COMPLETE JOB DESCRIPTION BELOW



Northampton County Local Government Job Description Finance Technician

General Statement of Duties

This is advanced or specialized accounting technician work in performing a variety of accounting clerical functions in departmental accounting program.

Distinguishing Features of the Class

An employee in this class applies established accounting principles, administrative procedures and basic fund accounting to the review and processing of a variety of fiscal tasks which includes accounts receivables, accounts payable, payroll and other financial document production and general customer service. Work is characterized by use of spreadsheets, financial software, accounting ledgers, registers, statements, and other fiscal documents. Work includes significant data entry, reconciling accounts or cash, processing accounts receivables, and compiling a variety of records and reports. Work requires office technology skills, accuracy, ability to meet deadlines, judgment and initiative in the performance of duties. Work is performed under regular supervision and is evaluated by the Finance Director through conferences, accuracy and completeness of records and reports, and by independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

- Processes accounts receivables; verifies each department's deposit to the remittance and cash report submitted; prepares receipts for cash and checks from a variety of County departments and funds received through mail; creates deposits and enters into general ledger data base.
- Attaches invoices and check copies to vendor files for accounts payable; creates color coded vendor files; enters invoices into data base; reviews entries from DSS and Health.
- Assists auditors with information; assists Finance Director with various research and data compilation.
- Processes outgoing mail; replenishes postage machine; charges postage by department.
- Fills office supply orders; stocks supplies; reconciles departmental totals and enters into data base monthly.
- Makes journal entries for payroll account interest, and various revenues including utility collections, solar farm revenue, etc.
- Enters a wide variety of data into budget and journal data bases; prepares a variety of records and reports.

Additional Job Duties

Provides back up to other staff and as needed.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Some knowledge of paraprofessional accounting principles, practices and procedures.
- Working knowledge of laws, rules, regulations, policies and practices to follow in accounts receivable processing.
- Knowledge of the use of office technology and ability to learn specialized financial system packages and spreadsheets.
- Some knowledge of the County's purchasing policies and procedures.
- Skill in internal and external customer service excellence, teamwork and collaborative conflict resolution.
- Skill in accurate data entry.
- Ability to understand and apply policies to the maintenance of a variety of financial records and reports.
- Ability to use a calculator and a computer for the maintenance of accounting and other fiscal records.
- Ability to organize work for efficient processing, set and follow effective work priorities and meet established deadlines.
- Ability to make arithmetic computations accurately.
- Ability to maintain accurate records and prepare a variety of reports.
- Ability to verify accounting and other financial documents and forms for accuracy and completeness.
- 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.

Physical Requirements

- Must be able to physically perform the basic life operational functions of fingering, hearing, talking, 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 lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare data and statistics, work with accounting processes, and operate a computer terminal

Desirable Educational and Experience

Graduation from a community college with a degree in accounting and some experience in an accounting or fiscal office environment; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid North Carolina Driver's License
- Background check with local law enforcement agency required.

Position Classification

Non-Exempt