

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

09/10/18

Accounting Specialist II

The Human Resources Department is accepting applications for an Accounting Specialist II for the Finance Department. Duties will include a variety of responsibilities within accounting function, such as budgeting, grant administration, accounts payable, accounts receivable and payroll processing.

Qualified candidate: Must have the ability to utilize Microsoft Office Suite Programs and a database system (Munis).

Must have a working knowledge of methods and practices of financial recordkeeping; basic accounting and bookkeeping systems, procedures and techniques; financial terminology; basic financial information systems and spreadsheet software; basic math; office practices, procedures and equipment.

Education: Graduation from a four-year college or university with a major in accounting, business administration, or other curriculum that would provide a core curriculum in financial management coursework and one year of accounting and three (3) years of accounting or auditing experience; or graduation from high school and six (6) years of experience as an accounting technician, three (3) of which must have been at an advanced level.

Apply at the HR Department 107 Thomas Bragg Drive or mail an application to
PO Box 367 Jackson NC 27845.

NORTHAMPTON COUNTY APPLICATION REQUIRED

Grade 69 - Normal Hiring Salary Range: \$39,358 to \$45,644

Closing Date: Monday, September 24, 2018

SEE JOB DESCRIPTION BELOW

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 Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

Accounting Specialist II

General Statement of Duties

This is a professional level accounting work in an agency or institution and involves general responsibility for one or more accounting or financial management functions. The primary function of this position is processing payroll.

Work involves making basic journal entries, reversing and correcting entries, auditing program expenditures and interpretation of fiscal policies, and may involve the supervision or coordination of other staff of accounting technicians and clerks. Work is characterized by application of standardized rules and regulations and/or by scope which is usually limited to specific segments of the overall accounting function within the organizational unit.

Distinguishing Features of the Class

This level is distinguished from the level I by the variety, scope, and complexity in terms of budgets, staff, and facilities. The employees are expected to perform fairly independently within established procedures and regulations and receive general instructions on methods of work, but usually specific instructions on results desired. In some organizations the assigned work may be specialized and may be non-supervisory. Employees in this class usually report to an accountant, business manager or other official and may serve as the day-to-day operational manager for a major section or unit of an agency or institution that has responsibility for an assigned management function.

Duties and Responsibilities

Essential Duties and Tasks

Variety and Scope - The primary function of this position is processing payroll. Work assignments include the supervision and coordination of a diverse variety of financial data in a number of areas which may include, budgeting, disbursing, cashing, patient accounts, special vending funds, Medicare and Medicaid cost accounting & reports, grants accounting, contracts, trust funds, etc. Employees are generally responsible for managing the day-to-day financial program or assisting a higher level accountant or business manager. Work may require contact with budget and other officials within and outside the organization.

Intricacy- employees are generally involved in most of the work units financial management responsibilities in interpreting a (Considerable/wide) range of rules, regulations, guidelines, laws, and operational policies to employees, supervisors, and managers. Employees independently resolve problems and assess the impact of program operations. Unique and/or precedent setting fiscal and accounting concerns are referred to a higher level accountant or supervisor for discussion or resolution. Employees must provide technical supervision to subordinate staff. Employees are responsible for assisting in maintaining reference information on financial rules, regulations, and guidelines for use in the administration of financial management aspects of program operations.

Subject matter complexity - Work requires considerable understanding of the theories, concepts, principles and practices of accounting applicable to governmental operations. Employees utilize subject matter knowledge as well as program policies procedures, regulations, precedents and directions in the administration of budget and fiscal activities.

Guidelines - Employees utilize divisional, institutional, agency/university, State and Federal regulations, procedural manuals, instructional materials, and policy memorandum requiring interpretations, integration and appropriate application. On a regular basis, employees utilize the procedural instructions provided by other State/Federal agencies an

letters and policy interpretations in reaching decisions and communicating with other employees, supervisors, and managers.

Nature of Instructions - Employees are generally expected to function with general work objectives stated and with expected results and target dates given on new or major assignments; unusual problems are discussed with supervisor. Daily work for self and administrative staff of institutions divisions, and agencies provide directions in circumstances where precedent has not been established.

Nature of Review - Work is evaluated through observation of performance and regularly scheduled performance review sessions and reviews of financial reports for completeness, and application of established policies and procedures. Technical and professional aspects of work are subject to review by the next level supervisor through reports, WPPR, specific examination of completed work, and conferences.

Scope of Decisions - Decisions are reached which involve the overall financial elements of the work unit relative to budgeting, disbursing, grants and federal fund accounting, payroll, Medicare and Medicaid cost accounting, and other areas of work that relate to the process. Also, decisions are reached that impact on the supervisory relationships of these employees to their respective subordinate staff and the personnel management and program management aspects impacted by those decisions.

Consequence of Decisions - Decisions concerning the financial management program may impact on multiple work units as a result of the programmatic dependence on funding. Decisions concerning the budget may affect organizational elements in the need for significant in the potential for inaccurate budgetary projections, development, management, reporting, and auditing.

Interpersonal Communications

Scope of Contacts - Communication occurs on a regular basis with employees, supervisors, managers, external local, State, and Federal government contacts, and the general public. Contact is varied and involves working contact with persons of the accounting or administrative disciplines of the agency, institution, or other agencies of the State Government. This range of contact also includes a regular involvement with immediate supervisor and/or higher level staff within organization.

Nature and Purpose - Employees have contact for the purpose of coordinating a variety of financial management activities within the organization and as needed with external resources that interrelate to the mission of the work unit.

Other Work Demands

Work Conditions - Employees work in an office setting. Generally, good working conditions prevail.

Hazards - Exposure to serious dangers rarely occur.