

**NORTHAMPTON COUNTY
NOTIFICATION OF POSITION VACANCY**

11/13/2017

ACCOUNTING TECHNICIAN II

The Northampton County Human Resources Department is accepting applications for a full-time Accounting Technician II position. This position is responsible for carrying out administrative and bookkeeping functions of the Emergency Medical Services Department, located in Jackson, NC.

The employee in this position shall maintain accounts receivable records including the preparation of reports, collections, posting of figures and preparation of billing statements.

Qualified candidate: Must possess the ability to perform bookkeeping tasks, operate office machines and have knowledge of word processing and spreadsheet applications. Must have knowledge of office methods and procedures.

Education: Graduation from a high school including or supplemented by basic courses in bookkeeping or accounting and 2 - 3 years of experience in bookkeeping or accounting clerical work or an equivalent combination of education and experience.

Apply at the Division of Employment Security (DES),
Becker Village Mall, Roanoke Rapids NC or
at the Northampton County HR Department, 107 Thomas Bragg Dr.
or mail application to: HR, PO Box 367, Jackson NC 27845

SEE COMPLETE DESCRIPTION ONLINE

www.northamptonnc.com

NORTHAMPTON COUNTY APPLICATION REQUIRED

DEADLINE: NOVEMBER 30, 2017

Normal Hiring Salary Range: Grade 61 - \$25,371 – \$26,656

*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 Technician II

General Statement of Duties

This is independent and/or supervisory accounting technician work in a department's accounting program.

Distinguishing Features of the Class

Employees in this class usually report to an accountant and are responsible for independently performing a major portion of the bookkeeping activities such as accounts payable and receivable, maintenance and control of general ledger and accounts, report preparation, for one or more complex budget codes in a large accounting office. Employees may report to an administrative official and are responsible for only a few bookkeeping activities within a large accounting office, participation is usually restricted to the supervision of several lower level accounting clerks in auditing and posting duties, maintaining accounting records, and preparing accounting reports and summary statements. As the budget officer for a department with a limited and stable budget, the employee performs a variety of bookkeeping activities and preparation and performs auxiliary functions such as purchasing, payroll preparation, and inventory control. Work requires the exercise of considerable judgment to insure that transactions are in accordance with correct accounting and budget procedures and results and for conformance to policy. The accounting records maintained by the Accounting Technician II, or under its supervision, may be subject to audit by the State Auditor's Office.

Duties and Responsibilities

Essential Duties and Tasks

- Supervises the maintenance and disbursement accounts in a large accounting office including encumbering of purchases, auditing of invoices, preparing vouchers, posting, reconciling, and preparing trial balances and other necessary reports.
- Maintains a complete set of general accounting books, including control accounts, and performs auxiliary functions such as payroll and purchasing in a small state department or unit.
- Supervises the maintenance of accounts receivable records including the preparation of daily reports on collections, posting of figures to general ledger and the taking of trial balances and preparation of billing statements.
- Supervises or independently performs a variety of accounting clerical work in auxiliary bookkeeping functions and activities such as payroll, purchasing, inventory control, capital improvements, investments and bond amortization in a large and complex accounting office.
- Compiles data and prepares statistical reports to assist supervisors in such accounting areas as budgeting or purchasing.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- General knowledge of the application of established bookkeeping and accounting principles and techniques to standard accounting transactions.
- General knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures.
- General knowledge of office methods and procedures.

Ability to plan, organize, and review work of subordinate clerical personnel.
Ability to maintain effective working relationships with the public and other government employees.
Ability to present information clearly and concisely in oral and written form.
Ability to interpret and apply laws and regulations pertaining to the financial records maintained.

Desirable Education and Experience

Graduation from High School including or supplemented by basic courses in bookkeeping or accounting and three years experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. (Completion of a one or two year business course in an accredited community college or business school including or supplemented by basic courses in bookkeeping or accounting may be substituted for two and three years of the required experience respectively.)

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, and operate a computer terminal.