



Madison County Vacancy Announcement

Finance Technician I Madison County Finance Department

Position Summary:

An employee in this position performs a variety of tasks in the day-to-day operations of the Finance Office. The work involves applying established accounting procedures, principles of bookkeeping, and basic fund accounting to finance related tasks. The primary purpose ensures accurate and timely completion of payroll processing tasks. Maintains documentation of payroll process and procedures. Assists in payroll related projects including annual audit. Responsible for internal and external reporting. Troubleshoots and responds to inquiries relating to payroll functions and procedures. Work involves participation in the accounts payable, fixed assets, and general financial reporting. Other tasks are required as assigned by the Finance Officer. Work is performed in accordance with established County finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government fiscal operations under the North Carolina Fiscal Control Act.

The work is performed under regular supervision of the Finance Officer.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled.

To obtain an application, visit

<https://www.madisoncountync.gov/employment-opportunities.html>

Applications will be accepted at the Madison County Human Resources Office or can be mailed to PO Box 579, Marshall, NC 28753.

Applications will be accepted via email to hr@madisoncountync.gov

Essential Functions:

- Performs various functions to allow for the efficient procurement of products and services for county departments.

- Is familiar with and ensures that the county follows all procurement and purchasing regulations both state and federal, as well as any internal policies and procedures.
- Maintains detailed records of all county owned assets.
- Assists county departments with maintaining internal asset inventories.
- Assists with processing invoices for payment by matching payment authorizations to invoices.
- Assists with entering invoices into accounts payable software for payment.
- Assists with payroll processing for county employees.
- Assists the Finance Officer with tasks such as pulling information for the audit, for the budget or for grant reporting.
- Other related duties as assigned.

Education and Experience:

Graduation with an associate degree in accounting or business preferred and some experience in an accounting or fiscal office environment, or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Considerable knowledge of the application and use of modern office technology including spreadsheets, databases, and specialized financial software.
- Working knowledge of paraprofessional principles of accounting and public finance.
- Working knowledge of the County's administrative, accounting, and purchasing policies and procedures.
- Working knowledge of laws, rules, regulations, policies, and practices to follow in an accounts payable function.
- Working knowledge of the organization and functions of local government and of the fund and account structure related to the different departments and functions.
- Possession of customer service skills.
- Ability to understand and apply policies to the maintenance of financial records and reports.
- Ability to use a variety of office equipment including adding machines, and automated equipment for the maintenance of accounting records.
- Ability to make arithmetic computations accurately and with reasonable speed.
- Ability to maintain accurate and accessible accounts payable records.
- Ability to verify accounting and accounts payable documents and forms for accuracy and completeness.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks and operate a computer terminal.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.

Salary:

\$43,000-\$ 45,000. This position comes with a benefits package including paid medical health insurance, dental, eye and other supplemental insurance available, paid sick & annual leave, and paid holidays.