



Madison County Vacancy Announcement

Finance Technician

Position Summary:

An employee in this class performs a variety of tasks in the maintenance of accounts payable records, cash receipts, and related tasks. The work involves applying established accounting procedures, principles of bookkeeping, and basic fund accounting to the processing of accounts payable. Duties include reviewing invoices received from departments for payment ensuring payment authorizations match invoice, entry of payables into the computer; running batch entry proof reports and balancing entries. Work also includes counting and balancing receipts from procurement card system, maintaining electronic and hard copy files including vendor and accounts payable files and related clerical activities. Judgment is required in selecting and applying appropriate procedures. Tact and diplomacy are required in dealing with vendors, co-workers and supervisor while conducting County business. The work is performed under regular supervision of the Finance Officer and is evaluated through conferences, review of the work for accuracy and completeness, and by independent audit of financial records.

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

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will be accepted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Receives invoices and matches with payment authorizations and receipts; matches statements and invoices that do not have purchase order numbers; checks for accuracy on dates, vendor numbers, sales tax, required signatures, etc.; makes corrections to incorrect information.
- Keys invoices into computer by vendor code number, code of department; liquidates each purchase order; checks accuracy of entry.
- Runs proof reports; verifies accuracy of vendors, codes and amounts, prints check batch verifications; prints checks; matches checks to invoice copies; resolves discrepancies; balances each check run; mails approved checks; reviews and runs checks for EFT accounts; processes refunds.
- Reconciles procurement card purchases and invoices to statements for payments; distributes to department staff for authorization as needed; breaks out taxes and enters for payment; balances and posts to general ledger.
- Follows up with wire transfers for various payments; applies invoice number and wire numbers and maintains records.
- Creates and maintains a variety of spreadsheets for tracking purposes. Participates in various monthly, quarterly and annual reporting; compiles data, prints reports.

- Assists with maintenance of the vendor file; receives vendor changes, adds new vendors; communicates with vendors on invoices and payments.
- Communicates with all departments on invoices, payables and receipts; answers questions and assists departments with accounts payable issues.
- Maintains files of checks, vouchers, and related documents as needed; assists with pulling files and providing other documentation to auditors as requested.
- Assists the Finance Officer with tasks such as pulling information for the audit, for the budget or for grants reporting.
- Other duties as assigned.

Education and Experience:

Graduation with an Associate's 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, data bases, 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 City 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.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, vendors, and the general public.
- Ability to communicate effectively in oral and written forms.
- Ability to prepare written communications using correct grammar.

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:

\$29,000-\$33,000. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.