



# Madison County Vacancy Announcement

## **Finance Technician I**

### **Position Summary:**

The position of Finance Technician I performs a variety of tasks in the maintenance of accounts payable records, cash receipts, payroll, and related tasks. The work involves applying established accounting procedures, principles of bookkeeping, and basic fund accounting to the processing of accounts payable and other finance related tasks. Duties include reviewing invoices received from county departments for payment to ensure payment authorizations match the invoice, entry of payables into the computer, operating as the county procurement officer and assisting county departments with purchasing, as well as, maintaining a detailed and accurate record of county assets. Other tasks are required as assigned by the Finance Officer. Tact and diplomacy are required in dealing with vendors, co-workers, and supervisors while conducting county business. The work is performed under regular supervision of the Finance Director and is evaluated through conferences, review of the work for accuracy and completeness, and by independent audit of financial records.

### **Where to Apply:**

Submit an NC State Application with 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 HR Office, 107 Elizabeth Lane, Marshall, or can be mailed to Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Applications will also be accepted via email to: [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov)

Madison County Government is an Equal Opportunity Employer

### **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 Director and 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.
- Ability to understand and apply policies to the maintenance of financial records and reports.
- 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:**

\$40,000 - \$42,000. This position comes with a benefits package including participation in LGERS (a defined benefit retirement plan), paid health insurance, dental, eye and other supplemental insurances, as well as paid vacation, sick, and holiday time.

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