



Madison County Vacancy Announcement

Finance Technician II

Position Summary:

This position involves highly complex accounting and financial work performing a variety of accounting duties related to the maintenance and review of accounting, financial and statistical records; and other related administrative assignments. Positions in this class provide support services in the maintenance and processing of accounting or financial matters and statistical records that are part of a more complex computer automated recordkeeping system. This position processes accounting and financial transactions that require independent judgment in researching and reconciling discrepancies and may include heavy customer contact assignments. Miscellaneous clerical and other duties may also be performed; however, the primary focus of this position is performance of accounting support systems and documentation. 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:

- Creates and maintains a variety of spreadsheets used by the Finance Department for tracking purposes. Participates in various monthly, quarterly and annual reporting; compiles data, prints reports.
- 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.
- Performs inventory management for County Departments.
- Provide administrative assistance to the Finance Department where applicable to include offering support for Department Directors, employees, and members of the public and taking phone calls, resolving any queries through to completion.
- Assists with entering Accounts Payable and Accounts Receivable invoices into accounting software. Assists with preparing and processing payroll.
- Assists during yearly financial audit and grant audits.
- Assists with taking cash deposits to bank and checking mail.
- Maintains time and attendance records

- Prepares and/or verifies monthly benefit billings
- Prepares periodic reports including reports by pay period, annual payroll reports, wage reports, and other State or Federal Reports
- Making copies and scanning documents
- Organizes and files finance documents
- Keeps track of monthly supplies and places orders for the Finance Department as needed.
- Maintains a high degree of judgment, discretion, and confidentiality.
- Maintains a helpful attitude and works cooperatively within a team environment.
- 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 County 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:

\$27,873.99 - \$35,000. 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.