

Town of Rural Hall



Accounting Clerk Pay Grade 7 Starting Salary \$40,370 - \$44,407

General Description of Work

Performs difficult professional and administrative work assisting the Town Manager in planning, organizing, and directing the financial management of the Town. Oversees the financial management of the Town. Work includes advising the Town Manager on all financial matters and managing the day-to-day financial activities under the supervision of the Town Manager. Work is performed in accordance with established municipal finance procedures, local ordinances, and the general statutes governing financial operations. Work requires strong management, organization, and accounting skills. Work is performed under the direct supervision of the Town Clerk/Office Supervisor.

This position requires an individual to be able to multitask and prioritize work with minimal supervision and strong organizational skills with good follow through and attention to detail. This individual will be required to transition from one task to another while maintaining focus on specific duties.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the employee is not subject to adverse environmental conditions.

Essential Functions/Typical Tasks

Processes payroll on a bi-weekly basis and distributes all required deductions;
Coordinates, reviews, and resolves audit questions with external auditors;
Establishes and maintains all financial and accounting systems and records;
Assists in financial planning of various Town projects;
Prepares revenue projections for long-range planning;
Assists Town Manager with Town pension system;
Posts daily deposits and revenues to General Ledger and balances to financial system;
Processes invoices for the Town and Fire Department;
Posts all savings accounts, checking accounts, CDs and IMMUDA accounts on G/L for the Town and Fire Department;
Reconciles Town and Fire Department checking accounts monthly;
Closes out the Town's and Fire Department's transactions monthly and prepares financial reports of each for the Town Council's review and approval;
Prepares W-2 and 1099s for employees and vendors at calendar year end;
Prepares State and Federal reports as needed, such as the LGC, TR-2, Powell Bill and Sales Tax Refund Report;

Assists with preparation of annual budget for the Town and Fire Department;
Prepares budget amendments and transfers and posts once approved;
Posts and balances fixed assets on the computer;
Works closely with auditors to ensure the Town is following rules and regulations established by general statutes and established accounting procedures;
Prepares and submits monthly/annual fuel reports; annual escheat report; and other financial reports as required;
Answers phone and types correspondence as needed;
Assists Town Manager, Town Clerk/Office Supervisor and Administrative Assistant as needed;
Assists with cemetery plot sales, sale of the plots and collection of stone deposits;
Verifies tax revenues from the State and County sent by wire transfers and posts to appropriate accounts;
Orders accounting/payroll supplies such as A/P and Payroll checks, W-2's, 1099's, all payroll and insurance forms;
Duties include other responsibilities as assigned, including responding to a declared emergency event.

Knowledge, Skills, and Abilities

Thorough knowledge of accounting terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices, and equipment; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to organize and prioritize work and meet established deadlines; ability to post accounts and to perform mathematical computations with speed and accuracy; skill to use a variety of office machines; ability to type accurately; ability to establish and maintain effective working relationships with vendors, employees and the general public. Must be proficient in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.

Education and Experience

Graduation from a four-year college or university with a degree in accounting, business or related field and considerable experience in public finance administration; or an equivalent combination of education and experience. Must be able to type 50 wpm.

Special Requirements

Certification as Notary Public or the ability to obtain within 90 days.
Possession of valid North Carolina driver's license.
Pre-employment drug screen (and random thereafter) and background check.
All employees are E-Verified.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

Application Process

Submit a Town of Rural Hall application to Megan Garner, Town Manager. Hand-delivered to 423 Bethania-Rural Hall Road, mailed to P.O. Box 549, Rural Hall, NC 27045 or emailed to manager@ruralhall.com. Applications may be obtained at www.ruralhall.com.

Closing Date

Open until filled; first review of applications is October 18, 2019.

Rural Hall is an Equal Opportunity Employer.