



Job Posting

Date: 08-03-2016

From: Human Resources Department

Position: Accounting Generalist

Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.

Salary: \$34,000.00/\$16.35hr. With a 5 % Salary increase following a successful 6 month probation period.

DESCRIPTION OF JOB DUTIES

The purpose of the class is to perform routine-to-moderately complex technical and clerical accounting work for the Town's Finance Department, and to perform related work as required. The class works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Assists the Finance Director and Assistant Finance Director with a variety of clerical and technical accounting tasks

Posts daily transactions, disbursements and other documents to the general ledger

Processes accounts payable; maintains accounts payable records and files; researches inquiries regarding purchase orders, requisitions, payments and other accounting issues; enters purchase orders into financial system and generates reports

Generates a variety of spreadsheets and graphics depicting financial condition of the Town

Assists Town department heads with accounting/budget issues, and answers questions pertaining to invoices and purchase orders

Serves as back-up utility billing clerk, updating accounts and services as needed

Attends various meetings as required; attends training, seminars, workshops as appropriate to enhance job knowledge and skills

CLASS TITLE: ACCOUNTING GENERALIST

Performs general clerical work as necessary, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, processing daily mail, answering the telephone

Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness

Provides professional and courteous customer service at all times

Cross trains to assist with various aspects of Finance Department including but not limited to payroll, and customer service.

Other duties as assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires summarizing, tabulating or formatting data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information

PEOPLE INVOLVEMENT:

Requires giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants

INVOLVEMENT WITH THINGS:

Requires handling or using machines requiring moderate instruction and experience such as computers, and software programs such as word processing, spreadsheets or custom applications

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing coordinating work involving guidelines and rules, with constant problem-solving

MATHEMATICAL REQUIREMENTS:

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing discounts and interest rates

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form

CLASS TITLE: ACCOUNTING GENERALIST

MENTAL REQUIREMENTS:

Requires doing specialized technical or mid-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education with emphasis in accounting or a closely related field

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license

EXPERIENCE REQUIREMENTS:

Requires over two years and up to and including four years of experience in an automated fiscal or accounting environment, preferably in the public sector

Ability to type 60-65 wpm

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions of fingering, grasping and repetitive motions

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine

CLASS TITLE: ACCOUNTING GENERALIST

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations

Interested applicants may submit an application/resume to:

**Town of Waynesville,
Brittany Buchanan, HR Specialist
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bbuchanan@waynsvillenc.gov**

Applications will be accepted until September 2, 2016 at 5:00 p.m.