The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Accountant II

Date:	November 20, 2026
Department:	Finance
Salary:	Grade 70 $57,675.45 - $92,280.76
Hours:	Exempt
Safety Sensitive Status:	Non-Safety Sensitive Position

JOB SUMMARY

Performs advanced professional accounting functions in support of the Town of Waynesville's financial operations. Responsible for maintaining accurate financial records, ensuring compliance with generally accepted accounting principles (GAAP) and applicable governmental accounting standards, and supporting the overall financial management of the Town.
Work involves a variety of complex accounting responsibilities, including bank reconciliations, cash management, investment accounting, revenue and tax collections, general ledger maintenance, journal entries, fixed asset accounting, financial reporting, and preparation for the annual financial audit. The accountant also assists with the development and implementation of financial policies and procedures, conducts internal reviews of financial records, and provides technical guidance and backup support for other Finance Department functions.

Essential Duties and Responsibilities

- Reconciles various Town bank accounts and financial statements; identifies

discrepancies, prepares adjusting journal entries, and ensures accurate and timely reconciliation.
- Receives and processes daily returned checks and ACH transactions from the Town's Central Depository account.
- Prepares, reviews, and processes daily, monthly, quarterly, and annual journal entries to the general ledger.
- Prepares monthly, quarterly, annual, and special financial reports, tax reports, and other reports required by the Finance Director, Town Manager, state agencies, and other external organizations.
- Reviews and analyzes general ledger account balances; reconciles accounts and prepares supporting documentation on a monthly and annual basis.
- Processes biweekly payroll, reconciles payroll-related accounts, and monitors the accuracy of payroll records and general ledger postings.
- Monitors and maintains debt service schedules, spreadsheets, and related accounting records.
- Develop and maintains financial spreadsheets and reports to monitor the Town's financial position and provide information for management decision-making.
- Assists the Finance Director and Assistant Finance Director with special projects, financial analysis, and the development and implementation of financial policies and procedures.
- Identifies opportunities to improve accounting processes, internal controls, and technological efficiencies within the Finance Department.
- Coordinates and prepares statistical information and supporting schedules for the Town's Annual Comprehensive Financial Report (ACFR).
- Assists with preparation for the annual independent financial audit, including gathering documentation, preparing schedules, reconciling accounts, and responding to auditor requests.
- Serves as a lead worker and provides backup support for accounts payable offering technical guidance and assistance as needed.
- Reconciles accounts receivable balances to the general ledger and ensures deposits are completed and recorded accurately and timely.
- Reconciles cash, accounts payable, and other financial accounts to the general ledger.
- Performs internal reviews and audits of Town funds and financial transactions to verify accuracy, identify discrepancies, and recommend corrective action.
- Maintains, processes, and reconciles the Town's fixed asset records, including additions, deletions, depreciation, and year-end adjustments.
- Processes and maintains lien records and related documentation as applicable.
- Maintains organized and accurate financial records in accordance with established accounting procedures, retention requirements, and applicable laws and regulations.
- Performs other related duties as assigned.

Required Education and Experience

- Bachelor’s degree in accounting, Finance, Business Administration, or a related field from an accredited four-year college or university.
- Experience with governmental fund accounting, financial reporting, and annual audit preparation.

- Experience working with municipal financial management software and accounting systems.

Knowledge, Skills, and Abilities

- Thorough knowledge of generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- Knowledge of governmental and municipal accounting practices, including general ledger accounting, fund accounting, and financial reporting.
- Knowledge of accounting principles, practices, procedures, and internal control methods.
- Knowledge of research, financial analysis, reconciliation, and report preparation techniques.
- Knowledge of fiscal recordkeeping requirements and financial reporting procedures.
- Working knowledge of federal and North Carolina laws, statutes, rules, and regulations applicable to municipal financial operations.
- Considerable knowledge of computer applications used in accounting and financial management, including financial software systems, spreadsheets, and related office technology.
- Ability to compile, analyze, evaluate, and reconcile complex accounting records and financial reports.
- Ability to perform mathematical computations accurately and efficiently.
- Ability to perform multiple accounting functions, manage competing priorities, and maintain accuracy while meeting established deadlines.
- Ability to identify financial discrepancies, research issues, and recommend appropriate corrective actions.
- Ability to exercise sound judgment, maintain confidentiality, and handle sensitive financial information.
- Ability to establish and maintain effective working relationships with Town employees, management, vendors, financial institutions, auditors, and members of the public.
- Ability to serve as a lead worker by providing technical guidance, training, and assistance to other employees.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform detailed accounting work with a high degree of accuracy, efficiency, and attention to detail.

Physical Requirements

- Work is primarily sedentary and generally requires the exertion of up to 10 pounds of force occasionally, with negligible force required frequently or constantly to move objects.
- The employee regularly operates a computer and other office equipment, including calculators, copiers, scanners, and printers.
- Visual acuity is required to prepare and analyze financial data, review accounting records, perform extensive reading, operate computer equipment, verify the accuracy and completeness of work, and observe general surroundings and activities.
- Vocal communication is required to express or exchange information through spoken communication. Hearing is required to perceive information at normal spoken word levels.

Working Conditions
Work is primarily performed in an indoor office environment with controlled environmental conditions. The position is generally not exposed to adverse environmental conditions.

Disclaimer
This position description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be an exhaustive or comprehensive listing of all duties, responsibilities, qualifications, or requirements associated with the position. The Town of Waynesville reserves the right to modify, add, or remove duties and responsibilities as organizational needs change. Employees may be assigned other related duties as necessary to support the operations and objectives of the Town.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as necessary to meet the needs of the Town.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

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.

Apply online: https://www.surveymonkey.com/r/townofwaynesvilleapplication

Or Scan the QR Code to apply online:

Interested applicants may submit an application to:
Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bangel@waynesvillenc.gov