

**ACCOUNTANT GRADE 16  
TOWN OF WHITE LAKE**

**General Statement of Duties**

Performs professional and administrative work in serving as the fiscal officer for the organization; may be designated as Finance Officer or Assistant Finance Officer.

**Distinguishing Features of the Class**

An employee in this class plans and performs the disbursement and accounting of revenues and expenditures for the Town. Work involves performing the budgetary accounting, general ledger, financial reporting, payroll, accounts payable, cash and bank account management, and other fiscal tasks for the town and assisting with budget preparation and related fiscal tasks. The employee must exercise considerable independent judgement and initiative in performing the fiscal control system. Work requires professional level accounting knowledge and skill and is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the regular supervision and is evaluated through conferences, reports, and by an independent audit of financial records.

**Duties and Responsibilities**

**Essential Duties and Tasks**

Plans and performs fiscal operations for the Town including accounting of municipal funds, financial reporting, journal entries, budgetary accounting, fixed assets, cash investments, and advising on fiscal issues; maintains a general accounting system for the Town; maintains financial records for each department; maintains separate accounts for items of appropriation in the budget; reviews and monitors ongoing administration of budget, monitors revenues and expenditures.

Performs payroll including maintaining data base on employee information; enters time sheets and generates payroll; transmits payroll for direct deposit and prints check stubs and distributes to employees; maintains leave balances; prepares a wide variety of payroll and personnel records and reports; pays payroll; vendors; prepares and distributes W-2s. Performs accounts payable; sets up vendors; issues purchase orders when needed; prints vendor checks, obtains appropriate signatures and mails; solves problems related to invoices and vendors; monitors bank drafts. Performs a wide variety of financial reporting and monthly, quarterly, and annual close outs and reconciliations. Manages and reconciles bank accounts. Assists with management of the postal service. Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems. Advises staff and Board on fiscal issues; assists with budget preparation including development of spreadsheets, compilation and analysis of data, revenue projects, etc. Backs up the customer service function for the Town; verifies and posts receivables and makes debt service payments.

**Additional Job Duties**

Performs related duties as required.

**Recruitment and Selection Guidelines**

**Knowledges, Skills, and Abilities**

Considerable knowledge of the principles and practices, laws, and regulations of public finance Accounting Administration, including principles and practices of municipal accounting, purchasing, and budgeting. Considerable knowledge of the application of information technology to financial management and reporting. Considerable

knowledge of the Town's personnel, budgeting and purchasing policies and procedures. Skill in collaborative conflict resolution and customer contact. Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records. Ability to design and prepare analytical or interpretative financial statements. Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees. Accuracy and thoroughness in the analysis and preparation of financial records and reports. Ability to meet deadlines.

#### **Physical Requirements**

Must be able to physically perform the basic life operational functions of reaching, standing, fingering, grasping, feeling, talking, hearing, and repetitive motions. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects. Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal, and do extensive reading.

#### **Desirable Education and Experience**

Graduation with a bachelor's degree in accounting or business, and considerable experience in public finance administration; or an equivalent combination of education and experience. Prefer CPA or Public Finance Officer certification from the School of Government.

**Salary Range** \$40,331 - \$62,513. DOQ. Excellent benefits. Applications are available online at [www.whitelakenc.org](http://www.whitelakenc.org), Indeed or at the Town of White Lake Municipal Building. Applications will be considered as received. If applicant applies on Indeed, they must go to the Town of White Lake website and fill out an application as well before being considered for an interview. Position is open until filled. No phone calls please. The Town of White Lake is an Equal Opportunity Employer.

#### **Special Requirements - Must be provided before the first day of work, this position is contingent on meeting these requirements:**

Possession of a valid North Carolina driver's license.

#### **Additional Special Requirements**

Ability to obtain North Carolina Finance Officer certification.

Accountant Position, Grade 16

Patricia Kennedy-Taylor, Human Resource Officer, Town Clerk for the Town of White Lake