Albemarle Commission

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Hertford, NC 27944
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Job Title:
Financial Accounts Specialist
Temporary Grant-Funded Position
Albemarle Commission, Hertford, NC

Description of Work:
The Financial Accounts Specialist performs complex administrative and financial tasks to support the financial operations of local governments served by the Albemarle Commission through the NCARCOG Financial Administration Services Program. This position works under the supervision of the Finance Officer and provides hands-on accounting support to maintain routine finance functions, improve the accuracy and timeliness of financial records, and address local staffing gaps. Responsibilities include processing accounts payable and receivable transactions and supporting account reconciliations and financial reporting. This is a temporary, grant-funded position, with employment contingent upon continued funding and limited to the grant-funded project period, anticipated to be up to 30 months.

Specific responsibilities include:
The following duties are performed in support of participating local governments, in coordination with their designated finance staff.

- Preparation of accounts payables/receivables, including classifying and coding of receipts; reviewing and checking vendor invoices for accuracy; and matching invoices with approved purchase orders.
- Reconcile the accounts payable ledger to ensure bills and payments are accounted for and properly posted.
- Maintains accounting ledgers by verifying and posting account transactions.
- Process requests to void and re-issue replacement accounts payable checks, as needed.
- Reconcile vendor statements and resolve any discrepancies.
- Maintain/Set-up purchase orders in the financial system.
- Performs the Escheat process per the policies and procedures, to include following up with vendors who have uncashed checks.
- Complete annual Sales and Use Tax Report.
- Complete annual 1099 Year End Process.
- Assist the Finance Officer with annual audit.
- Performs maintenance and monitoring of the organization's financial database system, including data entry, reporting and account reconciliation.
- Maintenance of accounts payable records and files.
- Assist the Finance Officer with month-end closing activities, including journal entries and account reconciliations.
- Supports the finance team in various accounting tasks, such as data entry and financial reporting, as needed.
- Maintains and updates accurate vendor files.
- Assists with various grant reporting as needed
- Provide interim or supplemental accounting support during local government staffing

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vacancies, transitions, or periods of limited capacity.
- Assist with financial records cleanup, catch-up accounting, and backlog reduction, and document routine operating procedures.
- Prepare recurring financial reports for management and governing boards, including budget-to-actual and cash-position information, as needed.
- Performs related duties as assigned.

Education, Experience & Qualifications:
A bachelor's degree in Accounting, Business Administration or related field preferred. A combination of education and experience may be considered.

The candidate must have strong organizational skills and posses the ability to communicate effectively and efficiently with individuals inside and outside of the organization. Proficiency in Microsoft Office Suite is required. Employee must be able to learn other accounting systems, as needed. Employee must demonstrate the ability to follow directions, attention to detail and work independently.

Salary:
This position is a salary grade **18**. The hiring range for this position is $48,000-$55,000

Benefits:
The Albemarle Commission offers a generous benefits package to our full-time employees, including paid vacation and sick leave; NC Local Government Employees' Retirement System; 401K employer contribution; ability to participate in the NC State Health Plan, employer paid dental, vision, and short/ long-term disability, life insurance; longevity pay after 5 years of service.

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