



VACANCY ANNOUNCEMENT

Hertford County is seeking to fill the following full-time position in governmental operations.

STAFF ACCOUNTANT

Performs difficult professional work in the maintenance and preparation of complex financial records; does related work as required. Work is performed under general supervision of the Finance Director.

Essential Functions/Typical Tasks

Provides general accounting support in the maintenance, design and implementation of the accounting/financial control records; and prepares a variety of daily, weekly, monthly quarterly and annual financial reports.

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Assist the Finance Director with the day-to-day, monthly and year-end operations of the Finance Department including budget review and analysis

Assist in the preparation of financial reports such as financial statements, budget performance and interim grant financial reporting

Performs general account analysis and reconciliations, including bank statements to general ledger

Prepares and adjust journal entries

Maintains fixed assets lists

Maintains gas usage accounts; verifies usage by department and prepares invoices; posts data to journal; prepares and submits reports for gas tax refunds

Review and process credit card expense reports and receipts submitted by cardholders on a monthly basis

Oversees and monitors payroll functions

Assists external auditors and prepares required reports

Assists with implementing and maintaining internal financial controls and procedures

Reviews accounts payable/receivable postings and bank deposits for accuracy

Conducts vendor verification; set up and assigns codes/numbers

Performs related tasks as required.

Knowledge, Skills and Abilities

Comprehensive knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing municipal financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial systems; ability to express technical ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting and at least three years of experience in governmental accounting.

Physical Requirements



This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, 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 worker is not subject to adverse environmental conditions.

Special Requirements

None

Annual Salary Range:

\$44,608 – \$56,876

Application Deadline:

Open Until Filled

Application Process:

To be considered for this position, you must complete a Hertford County Application for Employment, in its entirety. Cover letters, resumes, transcripts, and other supplemental documentation may accompany your Hertford County Application for Employment. Selected candidates are subject to a criminal background check and motor vehicle record check.

Submit applications by mail, email, facsimile, or in person to:

Hertford County
Attn: Komita Hendricks, Human Resource Specialist
115 Justice Drive, Suite 1
Winton, NC 27986
Phone: (252) 358-7805
Fax: (252) 427-4585 (include cover letter)
Email: jobs@hertfordcountync.gov

Hertford County is an Equal Opportunity Employer.