

**Job Title:** Accounting Technician

**Department:** Finance

**Location:** Town of Mount Olive, NC

**Job Type:** Full-Time

**Salary Range:** Depending on experience

**Position Overview:**

The Accounting Technician will play a vital role in the financial operations of the municipality, ensuring accurate and timely processing of payments, customer service, and maintaining financial records. This position requires attention to detail, strong organizational skills, and effective communication.

**Key Responsibilities:**

**1. Payment Processing:**

- Efficiently process payments, including reviewing and verifying payment requests, ensuring compliance of policies and maintain accurate record of all transactions.
- Review, code, and process invoices for payment, ensuring accuracy and compliance with municipal policies.
- Prepare and enter journal entries into the accounting system, ensuring accuracy and proper documentation.

**2. Customer Service:**

- Provide excellent customer service by responding to inquiries from employees, and the public regarding financial transactions and processes.
- Address concerns and resolve issues related to payments and financial records promptly and professionally.

**3. Bank Deposits:**

- Prepare and make bank deposits for municipal funds, ensuring accuracy in cash handling and documentation.
- Maintain records of deposits.

**4. Coding of Invoices:**

- Review, code, and process invoices for payment, ensuring that all entries are accurate and aligned with departmental budgets and financial controls.
- Enter purchase orders into the financial system, and manage documentation to ensure timely and accurate payment of invoices.

**5. Communication Skills:**

- Utilize strong telephone skills to handle inquiries and communicate effectively with internal and external stakeholders.
- Ability to handle sensitive information with discretion and confidentiality.

**6. Collaboration:**

- Work closely with other departments to facilitate accurate financial reporting and payment processing.
- Participate in financial system and software upgrades.

**Qualifications:**

- Prefer experience in accounting or finance, preferably within a governmental or public sector environment.
- Proficient in Microsoft Office Suite, particularly Excel, and accounting software.
- Excellent attention to detail and organizational skills.
- Strong communication and interpersonal skills, with the ability to provide effective customer service.

**Working Conditions:**

- Typical office environment.