



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

Fax (276) 223-4515

Position: Accounting Technician

Department: Finance

Reports To: Director of Finance

Location: County Administration Building

FLSA Status: Non-exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Until Filled

Summary

Performs technical work processing accounts payable and payroll, posting daily transactions, journal entries and disbursements to the general ledger, preparing deposits, entering data into computer, processing financial records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director.

Work Schedule

- Monday – Friday 8:00am – 5:00pm
- Occasional overtime as needed including possible weekend hours

Essential Functions

- Receives and reviews invoices for payments; provides information and assistance to department directors regarding accounts payable issues; processes accounts payable corrections.
- Maintains and processes all documents for the payroll; reviews, edits, adjusts and runs checks for payroll; prepares various reports related to payroll and fringe benefits.
- Prepares W-2s and 1099s and assists employees with questions concerning their pay, deductions and benefits.
- Posts daily transactions, journal entries, disbursements and other documents to the general ledger; reconciles monthly bank statement for the payroll account.
- Assists with various posting, printing and calculating of account for month and year end closing and budget figures; analyzes different accounts for estimate of new budget figures; assists with grant fund tracking.
- Prepares, verifies and files monthly and quarterly payroll reports; prepares and submits files and reports to the State and Federal government.
- Maintains and processes all levies, garnishments, child and medical support payments for employees; ensures that benefit vendor statements are correct and paid.

- Participates in the annual audit; prepares work papers; gathers documents for auditors; gathers statistical information.
- Reviews and processes requisition and prepares purchase orders; verifies requested amounts are within the budget; verifies vendor information for accuracy in the accounts payable software system; submits paperwork for review and approval.
- Receives and verifies approved time sheets and leave slips; checks and verifies employee leave slips and overtime to time sheets; enters employees' time into the payroll system; submits direct deposit file to the bank; prepares payroll register; verifies gross wages.
- Serves as back-up to departmental staff as assigned.
- Receives daily deposits from departments; verifies accuracy; prepares daily bank deposit.
- Issues fuel cards.
- Calculates and reconciles VRS retirement contributions; interfaces information electronically.
- Processes monthly billing for water/wastewater customers; reconciles monthly utility billing.

Knowledge, Skills, and Abilities

- Thorough knowledge of general accepted governmental accounting terminology, principles, methods and procedures;
- Knowledge of accounts payable policies, practices and procedures
- Ability in preparing detailed reports and other types of correspondence
- Advance user of office equipment and associated software ([Tyler Munis](#), Microsoft Office Professional, etc.)
- Ability to make arithmetic computations, to compute rates, ratios and percentages
- Be proficient in understanding and applying governmental accounting practices in maintenance of financial records
- Perform statistical analysis; ability to post accounts with speed and accuracy;
- Be able to establish and maintain effective working relationships with associates, vendors and the general public.

Education

- Associates or Technical Degree with course work in accounting
Or
- Equivalent express in accounting, payroll, or
- Continuing education required

Special Requirements and Job Development

- Valid Virginia driver's license

Physical Requirements

- Sitting, bending, stooping, standing, walking, and reaching.
- Lifting, pulling, pushing up to 25 pounds
- Use of visual and auditory senses.

This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.