

## **FINANCIAL ASSOCIATE I**

### **DEFINITION OF WORK**

Employees in this classification perform accounting duties of a technical nature in the County Finance Department. Employees in this class perform technical duties of an accounting nature in processing the accounts payables for the County, inputting data into the computer, receipting and depositing of funds, balancing various documents, and providing other assistance for the Department. This work involves processing invoices for all County departments by verifying invoices and travel vouchers for correct information and conferring with departments regarding any discrepancies and entering accurate payment requests into the financial system. Work also involves participating in report preparation and correspondence, data compilation, and verification duties. Work assignments are performed in accordance with established procedures with unusual situations being referred to the supervisor for guidance. Some judgment is required in selecting and applying appropriate processes and procedures. Work is performed under the direction of the Financial Associate II and is evaluated daily through observation, work completion, and conferences.

### **EXAMPLES OF WORK**

Employees perform accounts payable functions; date stamp and alphabetize incoming invoices on a daily basis; verify information on invoices for accuracy, authenticity, and completeness before entering information into the financial system; determine appropriate payee and vendor number matches payee, and determine if the invoice has been approved and accompanied with a purchase order and expenditure is appropriated according to County policy; contact department to resolve any discrepancies; assign voucher number and record into the financial system for check processing; maintain a log of voided checks and payment voucher numbers related to each processed check; review daily accounts payable edit report of prior day's entries and make necessary correction; receive printed checks and verify automatic check numbers on signature machine agree with numbers and records in log; analyze and compare printed checks to the invoice and supporting documentation determining check amount and payee agree with documentation and check register report; print electronic funds transfer voucher payment register and verify with supporting documentation; record check numbers on supporting documents ensuring all information matches paid vendor; distribute inter-office checks to requesting departments; prepare checks for mailing; type manual checks when necessary and record checks into financial system; assign new vendor numbers after verification of W-9 form; record and key journal vouchers, cash receipts, tax refund checks, and monthly tax distribution reports into the financial system; review and process Work First Family Assistance manual checks generated at DSS; verify all supporting information, record check on log sheet and key information into the financial system; review travel advances for accuracy and completeness and determine compliance with policy; verify IRS travel rates; maintain a spread sheet to reconcile with balance sheet and financial system; reconcile the travel advance and verify receivable from employees; perform monthly audit to confirm travel balances; create logs of monthly out of state invoices which do not reflect sales tax and calculate balance due to the NCDOR; maintain confidentiality of records, reports, and information; perform related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Completion of high school and two years of experience in accounts payable; or an equivalent combination of education and experience.

**Knowledge, Skills, and Abilities:**

General knowledge of accounting and related practices and principles and their relationship to the total accounting system requirements; general knowledge of laws, rules, regulations, policies, and practices to follow in the duties assigned; ability to understand and apply policies and regulations to the maintenance of financial and accounting records and reports; ability to use calculating and adding machines and automated equipment for the maintenance of accounting, fiscal, and related records; ability to make arithmetic computations accurately and with reasonable speed; ability to establish and maintain effective working relationships with department heads, vendors, employees and the general public; ability to communicate effectively in oral and written forms; ability to use judgment and discretion in handling accounting and other fiscal matters; ability to perform accurate preparation of records and data entry.

**SPECIAL REQUIREMENTS**

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**ADA REQUIREMENTS**

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

**PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.