

FINANCIAL ASSOCIATE II

DEFINITION OF WORK

Employees in this classification perform technical accounting work in support of the County's payroll and other finance operations with the County. This role includes coordinating the work within accounts payable and performing accounts receivable or payroll related duties. Work involves applying established accounting or administrative procedures, principles of bookkeeping, and basic fund accounting to the review and processing of payroll, accounting, and other financial documents. Work is characterized by use of automated accounting payrolls, ledgers, registers, statements, vouchers, and other fiscal documents. Work includes completing all federal and State payrolls, deductions, journal entries, reconciling accounts or cash and compiling a variety of reports to maintain compliance with State and federal laws in the reporting of payroll. This position assists the Finance Director in specialized research of data and account analysis related to budget and other accounting systems. Independence of action, judgment, and initiative are required in the performance of duties. Work is performed under general supervision of the Administrative Program Officer I or Purchasing Manager and is evaluated through conferences, accuracy and completeness of records and reports, and by independent audit of financial records.

EXAMPLES OF WORK

Employees in this class reconcile and execute the County's bi-weekly payroll process for approximately 2500 employees amounting to \$3.5 million; provide complex work in the areas of payroll compensation and calculations, benefits calculations and compilation, accounting principles and record keeping; input a variety of information related to employee hires, terminations, and various benefit entitlements; maintain and update records of various types of transactions such as tax withholding, differed compensation, direct deposit, military leave, workers' compensation, and leave without pay; compute cost, adjust balances, and reconcile figures to ensure accuracy; compile and key time sheets; compute annual leave payouts; transfer sick leave balances; reconcile and submit payments for garnishments, child support, and tax liens; transfer payroll information to financial system to receive checks for vendors; provide information to employees, supervisors, and others by referencing policies, regulations, and interpreting available data; administer various special pay options available to certain employees; reconcile payroll liabilities to the general ledger; analyze and audit departmental time sheets and confers with departments on discrepancies; verify and complete wage verification; receive and receipt insurance payments from retirees; and reconcile cash receipt journal. Accounts Receivable work includes verifying cash and check deposits received; completing deposit slips for cash and checks received from various departments; recording all deposits for proper allocation of funds; obtaining direct deposits and direct drafts to complete the cash receipt form; entering cash receipt data into the financial system; obtaining trust deposits and withdrawals; documenting and reconciling all daily deposits; verifying deposit slips; processing returned checks; maintaining ledgers for various subsidiary accounts; entering investment principal and interest; recording interest earned on a cash receipt form; recording journal vouchers for the Register of Deeds; analyzing and reconciling trust accounts and bank accounts. In accounts payable, employees coordinate all accounting activities and review work; train others in the accounts payable process to include departmental staff, and perform the duties of an Financial Associate I. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a two-year technical college with course work in accounting or business with two years of experience in accounts receivable, payroll, or accounts payable; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of laws, rules, regulations, policies, and practices related to the duties assigned; general knowledge of payroll, employee benefits/leaves, public bookkeeping practices and procedures; general knowledge of accounting and related practices and principles and their relationship to the total accounting system requirements within their area of assignment; 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.