



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

Accounting Technician/Tax Collector

The Town of Valdese (approximate population 4,500) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the "foothills meet the mountains". Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

The Town of Valdese is currently seeking an **Accounting Technician** in the Finance Department for Town Hall. Work involves serving as Tax Collector which involves oversight of tax billing, delinquent notices, adjustments, recording changes in property valuations, and the collection of taxes among other revenues. Other finance duties include bank reconciliation, preparing daily deposits, generating purchase orders, preparing journal entries, tracking data by use of spreadsheets. The employee must exercise judgment and initiative in identifying and resolving the daily problems and activities of the fiscal control system. Work is performed in accordance with established Town finance procedures, local ordinances, and North Carolina General Statutes governing the responsibilities of local government fiscal operations under the North Carolina Fiscal Control Act. Work is performed under the supervision of the Finance Director and is evaluated through conferences, performance appraisals, reports, and an independent audit of financial records. The employee functions with a high degree of independence, receiving instruction and advice only on matters involving significant departure from established policy, assisting the Finance Director in any phase of the fiscal operations.

Education and Experience Requirements:

Graduation from a two-year college or university with a degree in accounting including progressively responsible professional experience in public sector accounting, extensive experience with spreadsheet software, experience working with financial systems; or, an equivalent combination of education and experience.

Special Requirements:

Valid North Carolina Driver's License. North Carolina notary public, or ability to obtain.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The salary range of this position is \$35,245-44,059 (DOE). The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and submittal information:

Courtney Kennedy
Human Resources Director
P.O. Box 339
Valdese, NC 28690

Email: ckennedy@valdesenc.gov

Telephone: 828-879-2117

Hand delivery: Valdese Town Hall, 102 Massel Avenue SW, Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldese.com.

Deadline: April 24, 2019

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



Town of Valdese
TAX COLLECTOR/ ACCOUNTING TECHNICIAN

I. General Statement of Duties

Performs professional and responsible supervisory work in planning, organizing, and executing the accounting services and activities for the Town.

II. Distinguishing Features of the Class

An employee in this class provides the day-to-day supervision to the receiving of revenues for the Town. Work involves serving as Tax Collector which involves oversight of tax billing, delinquent notices, adjustments, recording changes in property valuations, and the collection of taxes among other revenues. Other accounting duties include bank reconciliation, preparing daily deposits, generating purchase orders, preparing journal entries, tracking data by use of spreadsheets. The employee must exercise judgment and initiative in identifying and resolving the daily and problems and activities of the fiscal control system. Work is performed in accordance with established Town finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government fiscal operations under the North Carolina Fiscal Control Act. Work is performed under the supervision of the Finance Director and is evaluated through conferences, performance appraisals, reports, and an independent audit of financial records. The employee functions with a high degree of independence, receiving instruction and advice only on matters involving significant departure from established policy, assisting the Finance Director in any phase of the fiscal operations.

III. Duties and Responsibilities

Essential Duties and Tasks

- Supervises and participates in the collection of revenues including taxes and utility payments; resolves problems as non-routine situations arise.
- Establishes daily priorities for the operation of the accounting functions and activities for the office.
- Serves as Tax Collector for the Town; responsible for downloading and reviewing County tax scrolls; preparation and mailing of tax bills; sending delinquent notices; discovering untaxed property; recommending release of incorrect taxes; collection of delinquent taxes; auditing receipt of motor vehicles tax revenues from the County; and preparation of a variety of records and related reports; coordinates the reconciliation of ad valorem tax levies with County Tax offices.
- Assists other municipal departments with utility related questions and procedures. Interprets and enforces current fiscal policies and practices for the department.
- Oversees revenue collections, bank processing, and daily deposits
- Directs the activities of the Collection Clerk.
- Performs a monthly bank reconciliation for all Town bank accounts.
- Processes daily purchase order requests from Town departments.
- Communicates with software support when issues arise with the Town's accounting software.
- Assembles statistical, tax, and accounting data on request.
- Assists the auditors during the annual audit of the financial records.
- Generates special reports and statements for Town management as requested.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of accounting concepts, principles, and practices as applied to local government.
- Thorough knowledge of North Carolina General Statutes, laws, rules, regulations and of local ordinances

governing Town financial practices and procedures.

- Considerable knowledge of the principles and practices of public finance administration and budgetary processes in the public sector.
- Considerable knowledge of the principles and practices of supervision, organization and administration.
- General knowledge of the current literature, trends, and developments in the fields of governmental accounting and public finance administration.
- Skill in collaborative conflict resolution.
- Ability to analyze and interpret financial and accounting records and complete financial statements from such records.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other employees as necessitated by work assignments.
- Ability to operate a personal computer, 10 key adding machines, Excel spreadsheets, and other standard office equipment.
- Ability to express ideas effectively both orally and written.
- Ability to prepare and submit accurate, clear, complete, and concise reports.

Physical Requirements

- Must be able to physically perform the life support functions of fingering, feeling, talking, hearing, reaching, stooping 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 lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

Desirable Education and Experience

- Graduation from a two-year college or university with a degree in accounting including progressively responsible professional experience in public sector accounting, extensive experience with spreadsheet software, experience working with financial systems; or, an equivalent combination of education and experience.

V. **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. **FLSA Status**

This position is non-exempt.