



Job Title:	Accounting Technician- Payroll	Reports To:	Director of Finance
Classification:	Non-Exempt, Part Time	Department:	Pre-K
Effective Date:	March 11, 2019	Salary Grade:	8
		Job Family:	Administrative and Clerical

Position Summary

Perform payroll processing, routine bookkeeping duties, keep records of accounting and financial transactions, and employee personnel documentation for Wake County Smart Start. Cross train with Accounting Technician Payables position.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

General Ledger

- Prepare general journal entries
- Data entry of general journal entries into accounting system
- Analysis of general ledger accounts and preparation of analytical spreadsheets as required

Payroll and Human Resources

- Prepare and process bi-weekly payroll utilizing services of outside payroll processing agency
- Maintain employee personnel files and online human resource system
- Employee benefit administration including but not limited to enrollments, changes, terminations, COBRA
- Maintain records of employee leave
- Prepare payroll journal entries
- Maintain all required payroll reports
- Conduct new employee orientation and process employee terminations
- Maintain job descriptions
- Post open job notices

Accounts Payable

- Review invoices for employee benefit plans for accuracy
- Maintain 1099 vendor data in accounting system and annually process and reconcile 1099 forms in accounting system
- Mail checks to vendors and payees

- Perform data entry of issued checks and automated clearing house (ACH) payments into online banking system

Cash Receipts

- Record cash receipts, post transactions in accounting system, and maintain cash receipts file

Property Control

- Maintain records of fixed assets for WCSS and NCPK
- Conduct annual inventory and maintain records of all personal property

Budget

- Assist Director of Finance with input of annual budget

Cross train with Accounting Technician Payables position to provide mutual backup support.

Assist WCSS staff with questions regarding financial and personnel policies and procedures.

Assist the Director of Finance with special projects and WCSS programs as requested.

Promote the Wake County Smart Start programs and mission and represent Wake County Smart Start in the community.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree in Accounting or related field from a college or university; and five (5) years related experience and/or training in accounting and bookkeeping or equivalent combination of education and experience.

Knowledge and Abilities:

Knowledge of basic accounting and general ledger principles and procedures.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

Ability to manage multiple and unrelated tasks.

Accurate data entry skills and detail orientated.

Experience with payroll out-sourcing

Computer Skills: PC, excellent spreadsheet skills, and word processing skills. Accounting software application experience. Ability to use or learn to use Email and Internet/intranet applications.

Language and Communication Skills: Ability to read and interpret documents such as, operating and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information one on one and to small groups of employees.

Certifications, Licenses: Valid driver license

Safety, Security and Confidentiality: This position requires keeping complete confidentiality of Wake County Smart Start financial and employee records and information, all children's information and protecting the confidentiality all child care facility files and records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

Applications (required) and Resumes may be sent to:

**Receptionist
Attn: Accounting Tech-Payroll
Wake County Smart Start
4901 Waters Edge Drive, Suite 101
Raleigh, NC 27606**

Submission by email with Acct Tech - Payroll in the subject line, to:

receptionist@wakesmartstart.org

Closing Date: Monday, March 25, 2019, 5:00 PM

After which time applications will no longer be accepted.