



HIGH COUNTRY

COUNCIL OF GOVERNMENTS

468 New Market Boulevard Boone North Carolina 28607

Title: Finance Technician
Type of Position: Full-time
Department: Finance/Administration
Revised: March 2025

General Statement of Duties

Performs paraprofessional and administrative fiscal work to ensure assigned financial functional duties are properly accomplished.

Distinguishing Features of the Class

An employee in this class is responsible for verifying, coding, balancing, and otherwise maintaining financial records relating to organizational operations. The employee performs routine clerical and accounting work. Position is responsible for performing accounts payable functions and vendor maintenance; making deposits and monitoring receivables; preparing payroll and benefits administration; assisting with budgets and preparation of various reports and documents; and maintaining accurate financial records. Work is performed in accordance with established Council finance procedures, grant and regulatory agency requirements, and North Carolina General Statutes governing the responsibilities of government fiscal operations. Work is performed under the general supervision of the Finance Officer and is evaluated by accuracy of work, observation and feedback from department heads and staff.

Illustrative Examples of Work

- Maintains a central accounting system consistent with generally accepted accounting principles and practices.
- Processes all payables by maintaining purchase requisitions and purchase order paperwork; setting up vouchers; and processing checks based on final receipts and invoices.
- Provides administrative support to all staff with purchase requisitions, purchase orders, travel reimbursements, and expense reports.
- Maintains and orders supplies.
- Compiles end of month expenses for distribution to departments; generates journal entries based on the information.
- Prepares and processes payroll including validation of time entry records and processing of liabilities arising from payroll processing; resolves inconsistencies with departmental directors.
- Onboards new hires and processes terminations; sets up and maintains personnel files; manages employee benefits.
- Receives, reviews, and enters accounts receivable transactions; prepares daily deposit and posts to appropriate revenue accounts; resolves inconsistencies when they occur.
- Assists Executive Director and Finance Director with annual budget process; assists Finance Officer and external auditors with annual audit.
- Any additional administrative support deemed necessary by Executive Director and Finance Officer.

- Performs other related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of the organization's financial program, policies, records, and related practices.
- Knowledge of the concepts and practices of governmental fund accounting.
- Knowledge of office practices, procedures, and business arithmetic.
- Knowledge of computers and common software applications including word processing and spreadsheet applications
- Knowledge of effective interpersonal skills sufficient to communicate, both orally and in writing, with others within and outside the organization.
- Knowledge of grant and fund accounting.
- Ability to implement and maintain accounting methods, procedures, forms, and records, including processes for internal auditing.
- Ability to calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.
- Ability to use a calculator, personal computer, and other office equipment as required by the position.
- Ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to plan, organize, and prioritize work; ability to prepare and interpret financial reports and statements; ability to make arithmetic calculations quickly and accurately.
- Ability to establish and maintain effective working relationships with other employees, governmental officials, and the general public; ability to communicate effectively, both orally and in writing, with other staff, the public, and municipal officials.
- Ability to work independently without close supervision.

Minimum Education and Experience

High school diploma or GED; supplemented by vocational/technical training in bookkeeping and accounting; supplemented by one (1) to four (4) years previous experience and/or training involving accounting work; or an equivalent combination of education, training, and experience.

Special Requirements

Possession of a valid North Carolina driver's license. Occasional travel within and outside of the seven-county region is required.

Physical Requirements

Work is defined as sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects. Must possess close visual acuity to work with data and figures, to use measurement devices, to operate a computer terminal, and to read extensively. Must be able to express or exchange ideas by means of the spoken word and the ability of perceiving the nature of sounds at normal speaking levels and the ability to receive detailed information through oral communications. Physical activities include walking and repetitive motions.

Disclaimer

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