

Rutherford-Polk-McDowell Health Department is accepting applicants for an Accounting Tech I.

Salary \$35,000 plus benefits.

Applicants must submit a current resume and state application (PD 107). This position will remain open until filled. Applications can be obtained from website at www.rpmhd.org/hr/employment or from the following address:

RPM Health Department
Personnel Department
221 Callahan-Koon Road
Spindale, NC 28160
(828) 287-6488
EOE

Duties of the position are to coordinate payroll reports; input time sheets and leave records into the payroll system; contact departments or employees about problem areas; adherence to FLSA requirements. Maintains employee leave accruals – enters time sheet information into payroll system. Enters into the computer system the appropriate percentage of accruals (vacation, sick and comp) based upon the FTE of the position. Runs reports (sick, vacation, comp. and all benefit deductions) each month after payroll processing to check for accuracy. Position is responsible for processing accounts payable twice per month. Maintains vendor files. Matches purchase orders to packing slips before processing invoices for payment. Files 1099 tax forms on annual basis.

Updates employee information, adds or terminates employees to payroll, processes loan information, makes changes for tax withholding, maintains files, and makes changes as requested by employees. Transmits payroll to third party administrator. Receives payroll and reviews it for accuracy.

Performs technical and specialized governmental accounting and payroll work for the Rutherford-Polk-McDowell District Health Department. Approves purchases for the district health department, WIC, and Collins Dental Center. Other duties as assigned.

Minimum Requirements:

Graduation from high school including or supplemented by basic courses in bookkeeping or accounting and three years of experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience. Completion of a one or two year business course in an accredited community college or business school including or supplemented by basic courses in bookkeeping or accounting maybe substituted for two or three years of the required experience respectively.

General knowledge of the application of established bookkeeping and accounting principles and techniques to standard accounting transactions. General knowledge of established governmental and departmental budgeting and bookkeeping practices and procedures. General knowledge of office methods and procedures.
Ability to plan, organize, and review the work of subordinate clerical personnel.
Ability to maintain effective working relationships with the public and other government employees. Ability to present information clearly and concisely in oral and written form. Ability to interpret and apply laws, regulations, and policies to the maintenance of financial records.