



## **Toe River Health**

### **Accounting Technician II**

Toe River Health is currently accepting applications for a **Part-Time** Accounting Technician II.

#### **Position Summary:**

This position is in the finance department of Toe River Health. Employees will report to the TRH Finance Officer and are responsible for portions of bookkeeping activities such as accounts payable and receivable, maintenance and control of accounts, and report preparation for one or more budget codes, etc. Work requires the exercise of considerable judgment to ensure that transactions are in good standing order with correct accounting and budget procedures and statutory requirements. Employees receive minimal supervision, with work reviewed for results and for conformance to policy. The accounting records maintained by Accounting Technician II may be subject to audit by the State Auditor's Office.

#### **Duties and Responsibilities:**

- Responsible for managing procurement activities, including sourcing suppliers, and ensuring the timely delivery of goods and services in accordance with company policies and budget requirements.
- Employee responsibilities include printing and processing checks accurately and on schedule to ensure timely payments to vendors and employees
- Responsible for ensuring compliance of contracts to maintain organizational goals and legal requirements.
- Must have ability to learn and work with billing codes.
- Strong understanding of Accounts Payable standards, including invoice processing, vendor management, and compliance with regulatory and internal controls.
- Responsible for managing purchase order processes in alignment with company standards, ensuring accuracy, compliance, and timely procurement of goods and services.
- Responsible for ordering supplies, coding invoices accurately, and managing purchase orders in QuickBooks in accordance with company accounting standards and procurement procedures.
- Assist with budget tasks as required.
- Prepare and submit timely, accurate reports as required to support departmental goals and regulatory compliance.
- Responsible for keeping track of and ordering supplies to the Toe River Health District.

#### **Knowledge, Skills, and Abilities:**

- 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.
- Advanced knowledge of Microsoft Office Programs.
- Knowledge of Public Health Programs
- Knowledge/experience with QuickBooks Online.
- Ability to plan and organize.
- 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.

**Minimum Education and Experience:**

Graduation from a high school includes or supplemented by basic courses in bookkeeping or accounting and three years' experience in bookkeeping or accounting clerical work in an accounting office; or an equivalent combination of education and experience.

**Preferred Qualifications:**

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 may be substituted for two and three years of the required experience respectively.

**Schedule:**

Scheduled work hours will be within normal health department hours, which are 8:00 am – 4:30 pm Monday – Friday. This position is Part-Time and will be less than 40 hours per week. Schedule to be discussed.

**Salary commensurate with experience. Excellent benefits package available.**

**Position Open till Filled**

This position is subject to employment reference checks, drug tests and background checks.

**Interested applicants can apply by submitting a NC State Application and resume to:**

Toe River Health District  
130 Forest Service Drive  
Bakersville, NC 28705  
Attn: Elaina Brown

**OR Email to :**

[Elaina.brown@toeriverhealth.org](mailto:Elaina.brown@toeriverhealth.org)

**Toe River Health District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or in the provision of services.**