

JOIN OUR TEAM

NOW HIRING

ACCOUNTING TECHNICIAN

The Western Piedmont Council of Governments (WPCOG) is currently seeking energetic, self-motivated, and detail-oriented candidates for the position of **Accounting Technician**. Situated in the beautiful rolling hills and mountains of western North Carolina, WPCOG is a regional governmental agency owned by the 28 local governments in the region and organized in 1968 to provide long-range planning, technical assistance, and regional delivery of services. Our organization is one of 16 regional councils in North Carolina formed under NC General Statutes 160A 470-478. Local governments eligible for WPCOG membership include Alexander, Burke, Caldwell, and Catawba Counties located in Western NC and the 24 cities and towns within those counties.

WPCOG is organized into seven departments including: Administration; Area Agency on Aging; Finance; Workforce Development; Community and Economic Development; Community and Regional Planning; and Regional Housing Authority.

FINANCE DEPARTMENT

The Finance Department manages the agency's pass-through funds totaling more than \$14.7 million and supervises the intricacies of a \$23 million budget, which includes 100 different contracts with local, state, and federal agencies and private firms.

POSITION DESCRIPTION

Accounting technician prepares receivable and payable accounting records, processing various kinds of accounts and a variety of financial records by entering data into a computer which requires knowledge of the principles and practices of bookkeeping and accounting principles and practices. Essential duties will include but are not limited to the following:

- Reconciles bank statements, prepares cash receipts and disbursement journals for various programs, and posts the general ledger for those programs.
- Prepares various records and reports, enters computer data, and verifies information concerning the COG Section 8 Housing program and assists with submission of financial reports to state and federal agencies.
- Performs payroll administration duties, making changes and running payroll from time sheets and records submitted for each payroll period; performs payroll period reports for tax payments to state and federal officials, year-end tasks associated with W-2 and staff longevity payments, quarterly ESC tax reports and fiscal year end tasks associated with budget and audit.
- Prepares various spreadsheets for payroll, accounts receivables and expenditures for use by program staff; assists in preparation of mandated reports from various state and federal agencies.

ACCOUNTING TECHNICIAN I

Graduation from an accredited college with an associate degree in accounting, no experience required; or Graduation from a standard high school with a minimum of one year of accounting experience; or equivalent combination of education and experience

SALARY: The hiring range for this position is **\$42,555 to 53,194** depending on qualifications and experience. New hires are eligible for up to a 5% increase with the successful completion of a probationary period.



ACCOUNTING TECHNICIAN II

Graduation from an accredited college with an associate degree in accounting with a minimum of one year of accounting experience; or Graduation from a standard high school with a minimum of three years of accounting experience; or equivalent combination of education and experience.

SALARY: The hiring range for this position is **\$44,684 to \$55,855** depending on qualifications and experience. New hires are eligible for up to a 5% increase with the successful completion of a probationary period.

BENEFITS

- We offer **13 hours of remote work per week** (after probationary period has ended).
- WPCOG is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. Western Piedmont Council of Governments contributes an actuarially determined percentage of the gross payroll of members each month.
- The Western Piedmont Council of Governments will contribute 4.2% of each employee's salary and match 4%, for a possible total of 8.2%, to either the NC 401k or the NC 457.
- WPCOG pays 100% of an employee's health and vision coverage. The current plan is a high deductible health plan with a Health Savings Account (HSA). Contributions to the HSA are made pre-tax through payroll deduction.
- WPCOG pays 100% of the following premiums:
 - » Life Insurance - \$100,000
 - » Accidental Death & Dismemberment
 - » Dental Insurance - Employee and Family
 - » Short-Term and Long-Term Disability
- WPCOG provides for the following payroll deduction and retirement options:
 - » NC 457 Plan
 - » NC 401(k) Plan
 - » Voluntary additional life insurance
- WPCOG provides for the following paid leave options:
 - » 12 Paid Holidays Per Year
 - » Annual Leave earned on a sliding scale based on years of service (credit for previous government service upon approval)
 - » 12 Sick Leave Days Per Year
 - » Longevity Pay

APPLICATION PROCESS

This position is open until filled.

Please submit a cover letter, resume, references, and WPCOG application to HR Specialist, Tasmin Mack, at WPCOG, P.O. Box 9026, Hickory, NC 28603. Emailing application materials is acceptable, tasmin.mack@wpcog.org. Questions should be directed to Tasmin at (828) 485-4275. Final candidates will be subject to an interview process. The WPCOG is an Equal Opportunity Employer.



**Western Piedmont
Council of Governments**

Creative Regional Solutions Since 1968