

Accounting Technician

Fayetteville, North Carolina

The Position

The Accounting Technician performs a variety of specialized accounting and budgeting duties in the financial operations of the Mid-Carolina Regional Council of Governments.

An employee in this class independently performs a variety of accounting tasks in support of the finance operations. Work involves applying established accounting or administrative procedures, basic fund accounting, to the review and processing of payroll, accounting, and other financial documents. The work is characterized by the use of automated accounting ledgers, registers, statements, vouchers, and other fiscal documents. Work also includes performing tasks in the payroll, accounts payable and receivable, reconciling accounts and statements, inputting accounting data and information, and compiling a variety of reports. Additional work duties include assisting with budget preparation, analysis, and compiling and assisting with annual audits.

Work is performed under the supervision of the Finance Director and is evaluated through observation, performance on the individual's work plan, accuracy and completeness of records and reports, and by independent audit of financial records.

Education & Experience

Minimum Qualifications – Candidate with a combination of education and experience equivalent to graduation from a two-year college or university with an associate's degree in accounting, business or related field. Desired experience in Local Government Finance. Applicant must possess a valid North Carolina driver's license.

Duties and Tasks

Manages accounts payable/receivable, ensuring accuracy, compliance, and timely processing of financial documentation. Assists with bi-weekly payroll, maintains payroll/time records, and prepares required payroll reports, including W-2s.

Reconciles accounts, balances statements, and supports journal entries and financial reporting. Administers electronic purchasing, expense reporting, and credit card systems.

Supports fiscal monitoring, audit reviews, compliance reporting, budgeting, and grant/program oversight. Maintains financial records, files documentation, and assists with monthly, quarterly, and annual reporting.

Provides excellent customer service, collaborates across departments, addresses operational needs, and performs related duties as assigned. Must perform sedentary work, including light lifting, repetitive motion, and computer use. Requires manual dexterity, communication skills, and visual acuity for detailed tasks.

Knowledge & Skills

- Considerable knowledge of governmental accounting practices and procedures. Considerable knowledge of laws, rules, regulations, policies and practices to follow in the accounting function.
- Considerable knowledge of accounting systems, policies, and procedures. Considerable knowledge of local government budgeting. Considerable knowledge of cost accounting and grant accounting.
- Working knowledge of Microsoft Office products, especially Excel. Ability to analyze and interpret financial data, perform trend analysis, and prepare clear and concise reports.
- Ability to understand and apply policies to the maintenance of a variety of financial records and reports. Ability to use a calculator and a computer for the maintenance of accounting and other fiscal records. Ability to make arithmetic computations accurately and with reasonable speed. Ability to maintain accurate records and prepare a variety of reports. Ability to verify accounting and other financial documents and forms for accuracy and completeness. Ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public. Ability to work independently and as a team member.
- Ability to communicate effectively in oral and written forms.

Compensation and Benefits

Hiring Salary: \$54,149 - 60,000.00
DOQ

Medical, Dental, and Vision
Coverage: 100% for employee

Basic life insurance and AD&D

Voluntary life insurance

NC Local Governmental
Employees' Retirement System

Vacation leave: Based on years of
service, starting at 11.33
hours/month

Sick leave: 8 hours a month

Paid Holidays, Longevity Pay

Flexible Schedule

Hybrid work-environment

To Apply

Individuals interested in this position are required to submit both a cover letter and a résumé.

Please submit your application materials no later than **June 5, 2026**, by emailing information to Tara Nichols, Finance Director of MCRC, at tnichols@mccog.org with the subject line "Accounting Technician Application."

If you have questions regarding this announcement, please call Tara Nichols at 910-302-3883.

The position will remain open until filled; however, the screening process will move quickly.

MCRC is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce.

Mid-Carolina Regional Council

6205 Raeford Road

Fayetteville, NC 28304

www.mccog.org



Mid-Carolina Regional Council
Fayetteville, NC

Mid-Carolina Regional Council is a voluntary coalition of local governments and functions as a multi-county planning, development, and human services organization. The Council provides technical assistance to our local governments and administers programs that benefit our region's citizens. The Council's mission is to provide creative regional solutions to relevant and emerging issues in Cumberland, Harnett, and Sampson Counties. North Carolina provides a standard of excellence in the delivery of federal, state, and regional services for our communities.