



Engaging communities. Empowering individuals.

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| <b>Action Pathways, Inc.</b>  |                       |                    |
| <b>Job Vacancy Announcement</b>   |                       |                    |
| <b>Title</b>  | <b>Type</b>           | <b>Date Opened</b> |
| Accounting Technician   | Full Time/ Non Exempt | 02/12/2019         |
| <b>Department/Location</b>  | <b>Entry</b>          | <b>Date Closed</b> |
| Corporate-Finance/316 Green Street  | \$12.19/hr            | OPEN UNTIL FILLED  |
| <b>Required Education &amp; Experience:</b>   |                       |                    |
| Associate's Degree in Accounting with 3 years experience or combined equivalent of education and experience.<br>A Bachelor's Degree in Accounting is preferred.   |                       |                    |
| <b>Conditions of Employment:</b>  |                       |                    |
| Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver's license. Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.<br>Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.   |                       |                    |
| <b>General Duties &amp; Responsibilities:</b>   |                       |                    |
| Compiles information and data to affect payroll and pay related matters in conjunction with processing and coordinating maintenance related work orders. <ul style="list-style-type: none"> <li>Enters timesheet data into ABRA payroll software computes wages and deductions, using ABRA software, and posts to payroll records and MIP accounting software</li> <li>Transmits direct deposit ACH file to bank and manages work flow to ensure all payroll transactions are processed accurately and timely.</li> <li>Prepares, maintains and transmits all employee retirement reports, payments and information.</li> <li>Interface with payroll on execution of time sheets and attendance; perform compliance for unclaimed property, payroll checks, research and email appropriate audience of payroll issues.</li> <li>Works with Facilities Manager, Network Administrator appropriate staff and vendors to ensure the maintenance needs of the organization are met and processes maintenance request using MRS software to ensure accuracy and timely completion of work</li> </ul> |                       |                    |
| <b>Knowledge:</b>   |                       |                    |
| Applicant must be able to: <ul style="list-style-type: none"> <li>Possess excellent written and verbal skills.</li> <li>Highly organized and motivated.</li> <li>Ability to use a calculator accurately is essential. Keyboard at least 50 wpm.</li> <li>Work as a member of a team and with minimum of supervision.</li> </ul> Applicant must have: <ul style="list-style-type: none"> <li>Valid driver's license and own transportation.</li> </ul>   |                       |                    |
| <b>How to Apply:</b>  |                       |                    |
| Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <a href="http://www.Actionpathways.ngo">www.Actionpathways.ngo</a> . Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement.<br>Please direct all applications to the attention of Human Resource Department.   |                       |                    |
| <p align="center"><b>"An Equal Opportunity Employer"</b><br/> <b>Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.</b></p>  |                       |                    |