CODE:
FLSA:
GRADE:

CITY OF BENNETTSVILLE, SC
JOB DESCRIPTION- NOVEMBER, 2014

JOB TITLE: ACCOUNTANT
FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, reconciles bank statements for all special revenue bank accounts. Maintains detailed general ledgers and check support for all tax revenue, State revenue and all other grant revenue received by the City. Prepares standard journal entries. Reviews and reconciles payroll posting and journals. Prepare financial revenue and expense reports for departmental head analysis. Provides daily support to Director with workload. Assists external auditor with financial audit process. Consults and advises department heads, managers, and supervisors with any GL questions, inconsistencies in reporting, or correcting any errors in posting of account expenses or budget amounts. Reports to the Finance Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Accesses First Citizens Bank.

Monitors online banking module to verify sufficient operating capital for daily operation of the City government.

Generates detailed G/L printouts for general, payroll, and utility fund cash accounts; verifies daily posting of DR/CR.

Administers and reconciles all expenditures, records revenue, and prepares journal entries for eighteen separate bank accounts to include Capital Projects General Fund checking, Community Center deposit/refund checking, Fireman's Dive checking, Fire Prevention and Education Checking, Fireman's Insurance and Inspection Fund, Hospitality Tax Fund, Housing Assistance Fund, Housing repayment fund, Housing Rehabilitation Fund, Lot Clearing and Demolition Fund, Police Drug Forfeitures, Police Drug Seizures, Police Special Fund, Special Events Fund, Utility Fund, Capital Projects Fund, Tourism/Business Development Fund, and the Capital Reserve Fund.

Prepares complex sales tax returns based upon electric utility sales.

Processes standard journal entries.

Reconciles and manually interfaces payroll on a bi-weekly basis.

Examines A/P vouchers for proper general ledger coding within GAAP guidelines.

Records on spreadsheet any untaxed product or service in order to remain compliant with IRS guidelines regarding taxation of all tangible goods.

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Compiles applicable tax data from spreadsheet and files quarterly use tax return with the SC Department of Revenue.

Corrects any posting errors or inconsistencies contained within any reports or financial entries.

Generates revenue and expenditure reports to be analyzed by department heads, managers or supervisors.

Initiates and transfers funds from special revenue accounts to operating fund as required.

Initiates wire transfers as needed.

Maintains a balanced petty cash drawer.

Documents and maintains detailed records of all grants or special revenue received by the City; requests reimbursements from Bond agents.

Assists with the annual financial audit.

Processes annual mass mailing of Hospitality remittance tax forms to all restaurants or food service organizations.

Mentors Accounts Payable Clerk.

Prepares admissions tax returns after each Concert Series event held at the community center.

Receives and/or reviews various records and reports including bank statements, A/P check vouchers, online banking module, and Fuel Master Logs.

Prepares and/or generates a variety of documents including journal entries, use tax returns, sales tax returns, and revenue/expense reports.

Refers to the general ledger module, accounts payable module, and GAAFR.

Utilizes a variety of computer software to include Microsoft Vista Business, Microsoft Word, Microsoft Excel, Outlook, Harris Computer Systems Financial Management Software and GMS RLSS-DOS based program.

Interacts and communicates with various groups and individuals such as department heads, managers, supervisors, Finance Director, Certified Public Accountant, booking institutions, and the Department of Commerce.

ADDITIONAL JOB FUNCTIONS

Rotates and changes out server backup tapes.

Oversees records management program for Finance and coordinates shredding as needed.

Assists outsourced IT Specialist with onsite troubleshooting of server, modem or any other hardware device that malfunctions.

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Maintains petty cash drawer.

Performs other related duties as required.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

MINIMUM TRAINING AND EXPERIENCE

Recommends an associate's degree supplemented by a minimum of 1 year of experience in a job related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift/carry weights of up to 20 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to use arithmetic such as interest rates, discounts, mark-ups, complex fractions and decimals, charts, graphs, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to make precise movements with fingers, hands and arms, e.g., typing, keying, data entering, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to match specific colors, textures, sounds, odors, tastes, forms, e.g., keyboarding, typing, transcribing, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Accountant. Has knowledge of the methods, organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of the department. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to make swift, sound, and educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with staff, professionals, and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with staff, agencies, the general public, and all other internal and external customers. Is able to analyze and recognize problems and potential problems and recommend appropriate solutions. Is able to compile and analyze information and present both oral and written reports clearly, concisely, and effectively. Is able to comprehend, interpret, and apply policies, procedure, rules, and regulations. Is able to communicate clearly and concisely and has the ability to influence and persuade others. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

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Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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