



Job Title:	Accounting Specialist	Department/ Location:	Finance	
FLSA Classification:	Exempt	Pay Grade: 110	Date:	October 2022
Reports To:	Municipal Treasurer	Hiring Range: \$41,858.72 to \$46,044.59 DOQ		

Position Summary

This position assists the Finance Department in the recording and reporting of all financial data for the City. Under limited supervision, this position will be responsible for assisting in functions related to accounts payable, accounts receivable, deposits, payroll, and the City’s annual audit. In addition, this position will assist in managing the City’s budgetary items, cash flow, and agreements with other agencies. Work will involve assisting with organizing all activities and systems necessary for the accurate, efficient, and effective cash flow operations and management of financial services and resources. This position will assist in accounting and financial reporting of City Funds in compliance with City policy, legal regulations, Federal & State reporting standards, generally accepted accounting principles, and other generally accepted government standards.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Assists with central accounting and financial reporting system(s) for the City in accordance with established, accepted accounting principles and practices, and in sufficient detail to produce accurate and effective cost, financial, and statistical data for management purposes.
- Assists with the disbursement of City funds to include payroll and accounts payable in accordance with budgetary authority and legal requirements. Examines accounts, vouchers, and requests for payment, payroll documents, invoices, tax statements, general ledger entries, check registers, and related records as necessary in the maintenance and control of expenditures.
- Verifies, allocates, and posts details of business transactions to the City’s general ledger; maintains journals and account ledgers reflecting fiscal transactions.
- Maintains controls and performs balancing operations on accounting system(s).
- Assists with the City’s annual requested budget; Assists City Management in preparing the final budget as necessary.
- Reconciles general ledger accounts, compiles reports to show statistics pertinent to operations; may prepare payroll data and reports, and quarterly and monthly reports.
- Researches vendor and customer issues; provides resolutions to inquiries.
- Prepares, monitors, and reconciles reports, registers, and account data; establishes and maintains files; inputs and retrieves information from specialized database.
- Assists with all accounting functions of the City, not only for the general governmental fund but also for the City’s Water and Sewer Utility Enterprise Fund, TIF, Hospitality Tax, Accommodations Tax, and various other city-maintained funds.
- Assists with ensuring all bank reconciliations are completed in a timely manner.
- Provides all requested information necessary for the completion of the annual audit.
- Compiles and maintains personnel and payroll records; records employee personnel data; updates employee files to document personnel actions and provides information for payroll and other purposes.
- Be or become proficient with the City’s accounting and computer software. Be proficient with Microsoft Excel and Word, e-mail, Internet, and other County and State systems.



Position Responsibilities- Non-Essential/Other

- Ability to analyze and interpret financial data and to present its finding to the administrator or finance director in clear written and oral form. Ability to establish and maintain cooperative relationships with City officials and employees, government representatives, and other business partners. Ability to stay current with all municipal laws.
- Other duties as assigned

Essential Skills and Experience

- Requires associate degree in Accounting with two to four years of experience in accounting, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Strong written and oral communication skills.
- Ability to manage multiple tasks and projects while working under limited supervision
- Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.
- Requires performing coordinating work involving guidelines and rules with constant problem solving.
- Requires using algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and finance and economics using financial and econometric models.
- Requires reading journals, manuals, and professional publications
- Ability to speak informally to groups of co-workers, staff in other organizational agencies, the general public, and people in other organizations; presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style.
- Requires performing professional level work requiring the application of principles and practices of a wide range of administrative methods in the solution of organizational problems; coordination of entry level managerial work; requires a thorough understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention to detail for accurate results with frequent exposure to unusual pressures.
- Must possess a valid South Carolina driver’s license.
- Requires the ability to synthesize or integrating analysis of data or information to discover facts or developing knowledge or interpretations; changing policies, procedures or methodologies based on new facts, knowledge, or interpretations
- Willingness to establish and maintain effective working relationship with staff and department heads

Beneficial Skills and Experience

- Bachelor’s in Accounting preferred
- Local government experience preferred
- May require persuading or influencing others in favor of a service, point of view, or course of action

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|------------|------------|------------------------|--------------|
| • Sit | Constantly | • Reach Outward | Frequently |
| • Walk | Frequently | • Reach Above Shoulder | Frequently |
| • Stand | Frequently | • Climb | Frequently |
| • Handling | Frequently | • Crawl | Occasionally |



- Squat or Kneel Frequently

Lifting Requirements

- 10 pounds or less Frequently
- 11-20 pounds Frequently
- 21-50 pounds Frequently

Pushing and Pulling Requirements

- 12 pounds or less Frequently
- 13 to 25 pounds Frequently
- 26 to 40 pounds Frequently

Definitions

- **N/A** Not Applicable Activity is not applicable to this occupation
- **O** Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

- Bend Frequently

- 51-100 pounds Occasionally
- >100 pounds N/A

- 41 to 100 pounds Frequently
- > than 100 pounds N/A

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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