



<b>Job Title:</b>	<b>Staff Accountant II</b>	<b>Department/ Location:</b>	<b>Finance</b>
<b>FLSA Classification:</b>	<b>Exempt</b>	<b>Date Drafted:</b>	<b>March 2025</b>
<b>Reports To:</b>	<b>Municipal Treasurer</b>	<b>Hiring Range: \$57,129 – \$69,455 DOQ</b>	

**Position Summary**

This position assists the Municipal Treasurer in the maintenance and reporting of all financial data for the City. Under limited supervision, this position will be responsible for assisting in the preparation of monthly financial statements, processing bi-weekly payroll, and assisting with the annual budget process. In addition, this position is responsible for accounts payable, bank reconciliations, cash management, bank deposits, procurement and preparing documentation for external auditors. Work will involve assisting with organizing, implementing, directing, and controlling all activities and systems necessary for the accurate, efficient, and effective operation 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.
- Assists the City Treasurer and others on matters pertaining to accounting, cost, cost allocation, budgeting, auditing, and financial management.
- Assists with the City’s annual budget process; Reviews, evaluates, and makes recommendations on department budget requests, supplemental appropriations, and budgetary transfers; Assists City Management in preparing the final budget.
- Assist with the preparation of the ACFR (Annual Comprehensive Financial Report) in a manner that meets the highest standards of reporting.
- Assist the City Treasurer in the areas of ad valorem tax levy and collections reporting; Works with City Administration and county governments to properly calculate and establish annual millage.
- Assists with the preparation of monthly, quarterly, and yearly financial reports and statements. Helps review and evaluate overall financial condition and keeps the City Manager advised. Prepares and reviews journal entries, issues periodic reports.
- Accesses all financial data for the city; directly or indirectly monitors accounting functions for departments and city agencies, such as payroll, accounts payable, and accounts receivable.
- Prepares, monitors, and reconciles reports, registers, and account data; establishes and maintains files; inputs and retrieves information from specialized database.
- Along with the City Treasurer, receives and/or reviews assessment data, invoices, requisitions, and other vendor pay requests, reviews financial data from systems and advice from legal or other consultants.



- Refers to accounting procedures, GASB statements, GFOA, State law, City code, South Carolina and Federal tax code, computer system data, and Human Resources and Procurement policies.
- 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.
- Assists with the coordination of the annual audit with city's accounting firm; Provides all information necessary for the completion of the annual audit.
- Attends conferences, training sessions, and meetings related to the success of the position.
- Attends city council meetings upon request.
- 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**

- Assists in preparing deposits, taxes withholding, retirement, social security, and all grant payments, invoices, and receipts for numerous grants and accounts.
- Ability to analyze and interpret financial data and to present findings to the City Manager or Treasurer 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 bachelor's degree in accounting with three to five years' experience in governmental 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 coordinating the activities of those operating complex software used for programming custom applications, and the application of custom or commercial financial, accounting, and administrative or other complex software or systems; may involve installation and testing. Involves operations of moderate scope.
- 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 or managerial methods in the solution of administrative or technical 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**

- Local government experience preferred.
- Certification as a Management Accountant (CMA) or Public Accountant (CPA) preferred.
- Certification as a Government Finance Officer (CGFO) 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           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

- |                     |            |                 |              |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

- |                     |            |                     |              |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |

**Definitions**

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

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