



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: <i>PAYROLL ACCOUNTING SPECIALIST</i>	CLASS CODE: <i>FN06</i>
DEPARTMENT: Finance	PAY GRADE: 43
REPORTS TO: Chief Financial Officer	FLSA: Non-Exempt
SUPERVISES: n/a	REVISED: 10/14/2019

PURPOSE AND SCOPE:

Under the direct supervision of the Chief Financial Officer, processes payroll for all associates on a bi-weekly basis. Maintains the payroll database. Prepares reports related to payroll, accounts payable, accounts receivable and finance. Serves as a daily backup to Customer Service. This position is designated as Non-Essential in the event the JIPSD's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

% Time (Total of Essential Functions Must Equal 100%)

- 35% Manages computer-based time and attendance program, preparing and reconciling payroll records. Manages all data entry of additions, changes and terminations into the payroll system. Reviews all time and attendance records to ensure accuracy and processes JIPSD payroll on a bi-weekly basis. Prepares monthly journal entries for recording to general ledger. Receives and responds to inquiries, concerns, and requests for assistance from associates regarding payroll matters. Conducts all time & attendance administrative training. Maximize usage of PR software for benefit of employees and district. Follow tax deposits and payments, handled by ADP, to ensure timely compliance.
- 25% Maintains benefit and garnishment deductions for payment according to State and Federal laws. Creates, maintains and utilizes worksheets to reconcile payroll deductions with benefit invoices to detect and resolve discrepancies. Ensures the maintenance of accurate and complete payroll records. Prepares periodic reports as required (i.e. OPEB, audit reports, monthly reports, etc.)
- 25% Receive and process customer wastewater payments. Responsible for receipts and handling revenue which includes data entry into the Finance database utilizing a wide variety of accounting transactions. Answer phone calls daily and fields to appropriate staff or departments. Promote positive staff relations. Handles all customer experience, collection operations and activities. Ensure the customers experience/calls are answered in a timely, professional, efficient and competent manner. Promote excellent customer relations. Be familiar with the work order program and GIS systems for customer lookup.
- 10% Assists in administering JIPSD insurance policies and claims. Prepares, reviews, and archives periodic and special reports as required by the CFO and other agencies. Assists CFO with assigned monthly bank reconciliations and expenditure reports.
- 05% Picks-up / delivers daily mail and bank deposits

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- May be required to work during emergencies as directed.
- Performs other duties as required.

EQUIPMENT:

Motor vehicle, calculator, typewriter, personal computer, printer, software, copy machine, telephone, charts, contracts, diagrams, reference books, maps, manuals, fax and files.

WORKING CONDITIONS:

Working inside protected from the weather. May be subjected to outside environmental conditions with minimal protection from the weather.

HAZARDS:

Conditions or a situation in which there is a potential of workplace violence.

PHYSICAL DEMANDS CATEGORY:

SEDENTARY. Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 10 lbs., negligible frequent lifts, negligible constant lifts, and a MET level of between 1.5 to 2.1.

PHYSICAL JOB DEMANDS:

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
Standing		X			
Walking		X			
Lifting		10#			
Carrying		10#			
Push/Pull		Negligible			
Climbing		X			
Balancing	X				
Bending			X		
Kneeling			X		
Crawling	X				
Reaching		X			
Handling				X	
Squatting			X		
Sitting					X

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of payroll and accounting practices, and employee benefits programs.
- Ability to Abide by JIPSD's Code of Conduct/Behavioral Standards
- Strong multi-tasking, organizational, and time management skills.
- Knowledge of principles, practices, and techniques of accounting and bookkeeping.
- Working knowledge of current Use & Rate ordinance and operating practices.
- Knowledge of electronic data processing and its application to a wide variety of accounting

transactions.

Knowledge of James Island Public Service District personnel policy.

- Knowledge of equipment used in payroll, record keeping, accounting, and general office duties.
- Knowledge of routine office procedures and practices.
- Proficiency in Microsoft Word and Excel.
- Ability to independently carry out general oral or written instructions.
- Ability to communicate effectively both orally and in writing to all levels in organization.
- Ability to pay attention to detail and to exercise reliable judgment.
- Ability to visually observe and comprehend computer, monitors, screens, reports, and correspondence for data input and filing.
- Regular attendance is required.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Associate degree in Business Administration, Accounting or related curriculum plus two (2) years' experience in payroll and accounting functions, or High School Diploma plus three (4) years' experience in payroll/accounting functions. Must possess a valid South Carolina driver's license.

Position incumbents must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so may result in termination of employment:

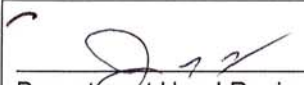
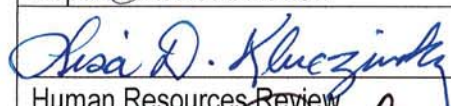

- NIMS 100PWb

- NIMS 700

NOTES:

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All associates entering this position title on or after the revised date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

MANAGEMENT REVIEW/APPROVAL SIGNATURES:

 Department Head Review	<u>10/23/19</u> Date
 Human Resources Review	<u>10/23/19</u> Date
 ADMINISTRATOR'S APPROVAL	<u>10/23/19</u> DATE

I certify that I have received a copy of this Position Description:

Associate's Name – Please Print Legibly

Associate's Signature

Date