



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

| | |
|--|----------------------------|
| CLASS TITLE: ACCOUNTING SPECIALIST/ACCOUNTS PAYABLE | CLASS CODE: FN06 |
| DEPARTMENT: Administration-Finance | PAY GRADE: 43 |
| REPORTS TO: Director of Finance | FLSA: Non-Exempt |
| SUPERVISES: N/A | REVISED: 03/10/2020 |

PURPOSE AND SCOPE:

Under the direct supervision of the Director of Finance, performs JIPSD bookkeeping, and centralized record keeping functions. 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%)

60% Performs accounts payable functions. Ensures purchase orders and invoices are properly recorded in the general ledger, are paid according to the procurement policy, and verifies totals and authorized signatures. Responsible for printing AP checks twice a month. Prepares monthly state sales tax reports with appropriate documentation.

20% Assist with State Reserve Fund loan applications JIPSD is currently pursuing by completing the SCRIA application forms with the assistance of the project engineer, bond lawyers, finance personnel (for customer data and audit/budget data), and other employees as necessary to provide the information for a complete loan application. Ensure the appropriate attachments are included with the application (such as engineering reports, permits, estimates, maps, ordinances, letters from lawyers) and submit this information for final approval to immediate supervisor.

10% Assists General Ledger Analyst with such duties as, but not limited to: general ledger reconciliations, budget preparation, bank reconciliations and reporting. Handles explanations for line item details from expenditure reports as necessary.

10% Submits requests to add or remove vehicles and equipment to the District’s insurance policies with the SC Insurance Reserve Fund. Registers and titles vehicles and equipment with the SCDMV. Submits new claims to the SC Insurance Reserve Fund (this can be Auto, Building and Personal Property, Inland Marine, Sewer backups, etc.) Reviews the annual insurance renewal policy from the SC Insurance Reserve Fund to provide budget estimates for the departments. Maintains and updates the SOGs for the Finance Department.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

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

EQUIPMENT:

Motor vehicle, calculator, personal computer, printer, software, copy machine, telephone, reference books, manuals, fax, file cabinet, rulers, pens, pencils, and camera.

WORKING CONDITIONS:

Working inside protected from the weather.

HAZARDS:

None

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:

- Strong governmental accounts payable and reconciliation skills
- Ability to exhibit and support JIPSD's vision, mission and core values
- Excellent writing and verbal communication skills

- Excellent organizational and interpersonal skills
- Process improvement skills using experience, input from others and technology
- Strong proficiency in Microsoft Office products
- Strong multi-tasking and time management skills
- Strong problem-solving, documentation, research & resolution, data analysis skills
- Strong knowledge of basic accounting, revenue/general ledger systems & procedures, financial charts of accounts, and government accounting procedures
- Knowledge of general rules and regulations of the JIPSD, JIPSD procurement policy & accounting functions, and services provided to the public.
- Ability to work independently or in a team
- Attention to detail.
- Knowledge of general office practices and procedures.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in accounting, finance, business or related field and at least two (2) years of accounting, auditing, and/or finance experience, required. Must have valid SC driver's license.


Position incumbents must have successfully completed and possess all 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
- NIMS 800

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:

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|--|--------------------------|
|  Department Head Review | <u>3/10/2020</u> Date |
|  Human Resources Review | _____ Date |
|  District Manager's Approval | <u>3/11/2020</u> Date |

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

Associate's Name – Please Print Legibly

Associate's Signature

Date