



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: Accounting Manager	CLASS CODE: FN03
DEPARTMENT: Finance	PAY GRADE: 47
REPORTS TO: Director of Finance	FLSA: Exempt
SUPERVISES: Accounting Generalist	REVISED: 07/20/21

PURPOSE AND SCOPE:

Under the direct supervision of the Director of Finance, supervises and performs JIPSD financial accounting and human resource administration. Responsibilities include but are not limited to centralized record keeping functions such as general ledger account reconciliation, budget analysis, employment compensation & benefits administration, company policy & procedure development, and employee recruitment & retention.

This position is designated as **Essential** in the event the JIPSD's Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

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

25% Ensure financial data accuracy through: audit, bank reconciliations, and journal entries of general ledger accounts. Identifies and reports deficiencies with recommendations to improve controls and efficiencies for development and refinement of SOGs. Supervise and back-up to accounts payable.

25% Supervise and perform human resource administration of the full cycle of employment to include but not limited to employee: recruitment, orientation, benefit insurance, workers compensation reporting and audit, and analysis to ensure compliance with JIPSD policies and State & Federal employment laws. Ensures and maintains the strictest level of confidentiality and safekeeping of employee information and records.

25% Supervise biweekly payroll processing and related benefits administration including ADP Payroll and HR data base, oversight of ADP's deductions & remittance for: the reporting of taxes; retirement; insurance; garnishments; and recording payroll in the general ledger. Supervises and coordinates all year end processing to include but not limited to financial reporting; remittance of IRS 1099; form W-2; 1095-B & C, and 1094 B&C.

15% Provides research and support for the annual audit, budget, grants, and other periodic financial reporting. Ensures all purchases are followed and administered in compliance with the Procurement Ordinance.

05% Maintains and administers asset insurance policies, claims, and records.

05% Administer the financial and human resource records retention and destruction in accordance with the State and Federal Records Management Policy. Other duties such as customer service as necessary to accomplish the district's mission.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

- May be required to work during emergencies as directed.
- Additional work hours are expected to meet deadlines such as payroll, audit, budget, and others
- Will act on behalf of, in the absence of the Director of Finance
- Performs other duties as required

EQUIPMENT:

Calculator, typewriter, personal computer, telephone, file cabinet, pens, and pencils.

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:

- Creative thinking
- Excellent writing and verbal communication skills
- Excellent organizational, interpersonal skills and math skills
- Excellent technical knowledge of the payroll, accounts payable, general ledger, procurement, and audit procedures in a government environment
- Knowledge of technical accounting and auditing functions with experience in financial record keeping and bookkeeping in a government setting
- Process improvement skills using experience, input from others and technology
- Strong proficiency in Microsoft Office products with an advanced proficiency in Excel
- Strong multi-tasking and time management skills
- Strong problem-solving, documentation, research & resolution, data analysis skills
- Strong knowledge of State and Federal employment laws including but not limited to: EEO, FLSA, FMLA, COBRA, ADA, ADEA, OSHA, HIPPA, ACA, Title VII and SC State Code of Rules & Regulations
- Strong knowledge of Human Resources best practices in a Generalist role
- Ability to interact in a respectful and professional manner with all levels of individuals, externally as well as internally, as a Leader and role model of the organization.
- Ability to work independently or with a team

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in accounting, finance, business, or related field
- At least four (4) years of general ledger experience, preferably in a government setting
- Certifications in payroll, human resources, and accounting preferred
- Strong payroll and human resources experience to include some or all of the following: pay practices, policy and procedure development, compensation, benefits, recruitment, employee relations, and onboarding
- At least four (4) years of progressive management experience
- Any equivalent combination of training and experience to perform the responsibilities of the position
- Must have valid SC driver's license

- **Position incumbents must have successfully completed and possess all the following specific certifications within six (6) months of appointment to this position title. Must be able to be able to process biweekly payroll within six (6) months of employment. 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 employees 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:

<u>Ed Kereschew</u> Department Head Review	<u>7/21/21</u> Date
<u>Asia D. Kluczynski</u> Human Resources Review	<u>7/21/2021</u> Date
<u>David Schuff</u> District Manager Approval	<u>7/21/21</u> Date

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

Employee's Name – Please Print Legibly

Employee's Signature

Date