



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: ACCOUNTANTING GENERALIST – A/P & P/R	CLASS CODE: FN06
DEPARTMENT: Administration - Finance	PAY GRADE: 43
REPORTS TO: Accounting Manager	FLSA: Non -Exempt
SUPERVISES: N/A	REVISED: 7/20/21

PURPOSE AND SCOPE:

Under the direct supervision of the Accounting Manager, performs 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%)

35% Performs accounts payable functions. Ensures purchase orders and invoices are properly recorded in the general ledger, are paid according to the procurement ordinance, verifies invoice totals & authorized signatures, and uploads positive pay files to the bank. Reconciles credit card statements and prepares and coordinates monthly state sales tax return and annual IRS 1099 forms.

25% Performs full cycle payroll functions to ensure employees are paid properly, accuracy of payroll data and all necessary payroll related cash distributions are processed in a timely manner. Ensures all payroll functions are in compliance with JIPSD policies, federal, and state laws. Manages the records and accuracy of all quarterly and annual payroll reporting to the State and Federal government. Executes the bi-weekly payroll processing function on an alternating schedule with the Human Resources Analyst.

15% Researches, makes recommendations, and composes SOGs related to the Accounting Generalist position for the Accounting Manager's approval.

15% Provides research and support for the annual audit, budget, grants, and other periodic reporting. Processes all purchases in compliance with the Procurement Ordinance and reports any deviation to the Accounting Manager.

10% Provides back up support to customer service, assist with records retention, and other duties as necessary to accomplish the district's mission.

100% = Total Essential Functions

- Strong multi-tasking and time management skills
- Strong problem-solving, documentation, research & resolution, data analysis skills
- Knowledge of technical accounting and auditing functions with experience in financial record keeping and bookkeeping
- Strong knowledge of basic accounting, revenue/general ledger systems & procedures, payroll procedures, financial charts of accounts, and government accounting procedures
- Ability to interact in a respectful and professional manner with all types of individuals
- Ability to work independently or within a team
- Able to complete tasks with accuracy and in a timely manner

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Associate degree in accounting, finance, business, or related field
- At least five (5) years of general ledger experience
- Strong accounts payable and payroll experience
- Any equivalent combination of training and experience
- Must have valid SC driver's license


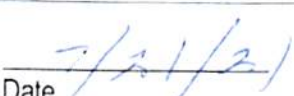
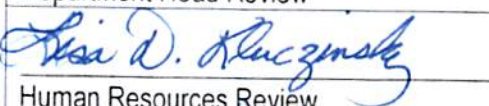
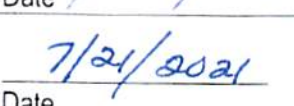
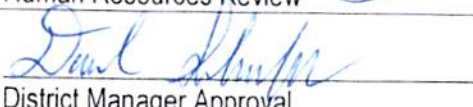
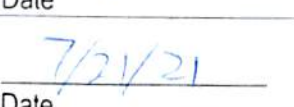
Position incumbents must have successfully completed and possess all the following specific certifications within eighteen (18) months of the above revised date – or within six (6) months of appointment to this position title. Failure to do so may result in termination of employment:

- 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 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:

 Department Head Review	 Date
 Human Resources Review	 Date
 District Manager Approval	 Date

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

Employee's Name – Please Print Legibly

Employee's Signature

Date