



DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: Accounting Manager	CLASS CODE: FN03
DEPARTMENT: Finance	PAY GRADE: 57A
REPORTS TO: Director of Finance	FLSA: Exempt
SUPERVISES: N/A	REVISED: 03/21/22

PURPOSE AND SCOPE:

Under the direct supervision of the Director of Finance, supervises and performs financial accounting. Responsibilities include, but are not limited to, general ledger account reconciliation, financial reporting, accounts payable, budgetary analysis, procurement, fixed assets, payroll, grants records retention, and insurance.

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% Assists to ensure timely completion and processing of the annual audit & financial statements, IRS reporting, grants reporting, and Freedom of Information requests.

25% Assists with compiling the annual budget, procurement processing, and fixed asset analysis. Fixed asset responsibilities include maintaining asset records, annual insurance renewals, and filing of claims.

20% Supervise biweekly payroll processing and related benefits administration including ADP Payroll and HR data base, oversight of ADP's deductions and remittance for the reporting of; taxes, retirement, insurance, garnishments, and recording payroll in the general ledger.

05% Maintains records retention and destruction compliance in accordance with the State and Federal Records Management Policy. Other Finance and Administration duties including 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.
- 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:

- Excellent communication and interpersonal skills.
- Strong knowledge of the payroll, accounts payable, general ledger, procurement, and audit procedures.
- Process improvement skills using experience, input from others, and technology.
- High proficiency in Microsoft Office products with an advanced proficiency in Excel.
- Strong time management skills.
- Excellent problem-solving, documentation, research & resolution, and data analysis skills.
- 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.
- Ability to learn and perform other tasks in support of the team.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in accounting or certified public accountant.
- At least five (4) years of general ledger experience.
- At least four (3) years of progressive management experience.
- 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:

- 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:

_____	_____
Department Head Review	Date
 _____	_____
Human Resources Review	Date
 _____	<u>3/23/2022</u>
Administrator Approval	Date

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

Employee's Signature

Date