



James Island Public Service District

Dedicated to Public Service Excellence

DEPARTMENT OF HUMAN RESOURCES

POSITION DESCRIPTION

CLASS TITLE: Accountant	CLASS CODE: FN03
DEPARTMENT: Finance	PAY GRADE: 57A
REPORTS TO: Director of Finance	FLSA: Exempt
SUPERVISES: N/A	REVISED: 10/17/2023

PURPOSE AND SCOPE:

Under the direct supervision of the Director of Finance, performs general financial accounting. Responsibilities include, but are not limited to, general ledger account reconciliation, financial reporting, accounts payable, payroll, budgetary analysis, procurement, capital assets, 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%)

30% Ensure financial data accuracy through monthly analysis including bank reconciliations, budgetary review, and journal entries of general ledger accounts. Identifies and reports deficiencies with recommendations to improve controls and efficiencies for development and refinement of SOGs. Serves as back-up to accounts payable.

25% Ensures timely preparation and completion of the annual audit & financial statements, IRS reporting, grants reporting, and Freedom of Information requests.

20% Assists with compiling the annual budget, initiates and approves purchase orders, and administration of the full life cycle of capital assets. Capital asset responsibilities include maintaining asset records, insurance renewals, processing license plates, and filing of claims.

20% Provides support to biweekly payroll processing and processes fringe benefits transactions including payroll tax, retirement, and insurances. Includes accurate recording of payroll and fringe benefits transactions 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

OTHER IMPORTANT ASPECTS AND FUNCTIONS:

- May be required to work during emergencies as directed.
- Overtime is expected to meet the audit deadline.
- Overtime could be necessary to meet deadlines such as payroll, accounts payable, annual budget, and other tasks.
- Must attend infrequent commission meetings regarding audit, budget, and procurement.

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:

- Strong knowledge of general ledger reconciliations.
- Proficient in troubleshooting payroll, accounts payable, & procurement
- High proficiency in Microsoft Office products with an advanced proficiency in Excel.
- Strong time management skills prioritizing competing deadlines.
- Excellent problem-solving skills using input from others, historical records, online research, and professional judgement.
- Ability to interact and collaborate with a variety of professional backgrounds.
- Takes ownership of individual responsibilities..
- Resourceful in resolving problems to ensure deadlines are met.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in accounting or certified public accountant.
- At least five (5) years of general ledger 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

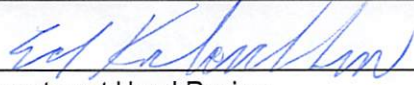

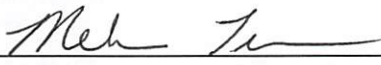
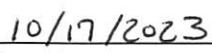
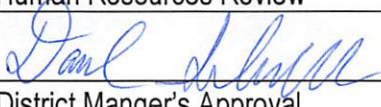
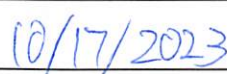
- NIMS 700

- 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
 District Manger's Approval	 Date

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

Employee's Signature

Date