



DEPARTMENT OF HUMAN RESOURCES
POSITION DESCRIPTION

CLASS TITLE: PAYROLL ACCOUNTING SPECIALIST	CLASS CODE: FN06
DEPARTMENT: Finance	PAY GRADE: 06 H
REPORTS TO: Assistant Financial Officer	FLSA: Non-Exempt
SUPERVISES: N/A	REVISED: 11/28/2017

PURPOSE AND SCOPE:

Under the direct supervision of the Assistant Financial Officer, prepares payroll and related reports for all associates. Prepares reports related to finance, accounts payable, and accounts receivable.

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

ESSENTIAL FUNCTIONS:

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

- 35% Manages computer-based time and attendance program, preparing and reconciling payroll records. Prepares monthly journal entries for recording to general ledger. Receives and responds to inquiries, concerns, and requests for assistance from associates regarding payroll matters.
- 30% Maintains and prepares benefits and garnishment payments according to State and Federal laws. Ensures the preparation and maintenance of accurate and complete benefit records. Creates and maintains worksheets for reconciliation to payroll/benefit records to detect and resolve discrepancies.
- 10% Assists Customer Service with receiving and recording customer payments as needed. Assists in maintaining and processing bad debt through the SC Association of Counties setoff debt program according to the Setoff Debt Collection Act, Chapter 56 of Title 12 of the SC Code (1976).
- 15% Prepares periodic and special reports as required by the AFO and other agencies (i.e. ACA, OPEB, audit reports, monthly reports, etc.)
- 10% Assists Human Resources Coordinator when needed and maintains necessary knowledge and skills to serve as backup if necessary.

100% = Total Essential Functions

MARGINAL FUNCTIONS:

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

EQUIPMENT:

Motor vehicle, calculator, typewriter, personal computer and monitor, printer, software, copy machine, telephone, charts, contracts, diagrams, reference books, maps, manuals, fax, file cabinet, files, data binders, ledgers, rulers, pens, and pencils.

WORKING CONDITIONS:

Working inside protected from the weather. May be subjected to outside environmental conditions with minimal protection from the weather.

HAZARDS:

Conditions or a situation in which there is a potential of workplace violence.

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:

- Knowledge of payroll and accounting practices, and employee benefits programs.
- Ability to Abide by JIPSD's Code of Conduct/Behavioral Standards
- Strong multi-tasking, organizational, and time management skills.
- Knowledge of principles, practices, and techniques of accounting and bookkeeping.
- Knowledge of James Island Public Service District rules and regulations.
- Knowledge of equipment used in payroll, record keeping, accounting, and general office duties.
- Knowledge of routine office procedures and practices.
- Proficiency in Microsoft Word and Excel.
- Ability to independently carry out general oral or written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to pay attention to detail and to exercise reliable judgment.
- Ability to visually observe and comprehend computer, monitors, screens, reports, and correspondence for data input and filing.
- Regular attendance is required.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Associate's Degree in Business Administration, Accounting or related curriculum plus two (2) years experience in payroll and accounting functions, or High School Diploma plus three (3) years experience in payroll/accounting functions. Must possess a valid South Carolina driver's license.




Position incumbents must have successfully completed and possess all of 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 will 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 into 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	<u>11/28/17</u> Date
 Human Resources Review	<u>11/28/17</u> Date
 ADMINISTRATOR'S APPROVAL	<u>11/28/17</u> DATE

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

Associate's Name – Please Print Legibly

Associate's Signature

Date

James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.