



County of Calhoun
Job Description

Job Title: ACCOUNTANT

Department: 100 – Administration

Reports To: Finance Director

FLSA Status: Non-Exempt

Prepared Date:

Approved By: Finance Director

Approved Date:

Summary

Coordinates technical projects for institution and other services to the public by performing the following duties.

Essential Duties and Responsibilities

General Ledger/Accounting: Bank and cash reconciliations; analyze, reconcile and research all general ledger discrepancies; prepare analytical comparisons and relative relationships among various financial reports and entities. Prepare and post correcting journal entries. Verifies and updates all daily cash receipts collected from the Treasurer's office on a daily basis. Assist in the preparation of the County's annual budget; prepare other required financial statements including monthly financial reports; requests budget transfers, and work closely with the Finance Director on account and/or budget problems; preparing 1099's annually; prepares monthly recording deeds tax return, admissions tax return, and sales and use tax return and files with the S.C. Department of Revenue; prepares required reports and meets deadlines thereto; enters cash receipts and accounts receivables into general ledger. Prepares and files quarterly DSS reimbursement reports and tracks revenue from the State; Prepares annual full cost disclosure report for the landfill. Assists with all state reporting reports. Prepares monthly 911 surcharge collections reports/deposits with quarterly submissions reports for reimbursement.

Annual Financial Report: Assist the Finance Director with preparing for the annual external audit; work with external auditors in preparation of the annual financial statements, prepare trial balances from County's general ledger for the fiscal year-end audit; prepare numerous account reconciliations for the annual audit, including receivables, payables, cash and fixed assets; prepare and enter year-end journal entries.

Accounts Payable: Supervision of accounts payable including weekly check runs; invoices are paid through the Finance Department, and checks are printed within department; approve manual, void and reversal checks, verify and mail checks; work with procurement on encumbrance and PO issues; update all encumbrance transactions into the general ledger, review and analyze all accounts payable corrections and journal entries prior to entry; communicate with all department heads on invoice issues; monitors budgets, grant revenues and expenditures, and all other revenues collected. Prepares project accounting on all "C" funds Capital Project Sales Tax expenditures and prepares payments for all transactions. Prepares monthly payment for vehicle leases and fuel cards.

Fixed Assets: Maintain fixed assets for the County; ensure the accuracy of fixed assets including handling the annual inventories; properly account for depreciation, additions and deletions yearly for the annual audit. Manages fuel cards and fleet, including

maintenance and any lease purchase contracts associated.

Office/Personnel Administration: Plans and organizes daily work; arrives to work on time and follows employee handbook; suggests, facilitates, and evaluates improvements in financial work procedures, organization, and financial work methods for the employees. Performs other directly related duties consistent with the role and function of Accountant; responds to citizens' questions and comments in a courteous and timely manner; attends meetings, conferences, workshops and training sessions to become and remain current on the principles, practices and new developments in assigned area; communicates and coordinates regularly with appropriate employees to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Payroll: Work closely with Human Resources on timing issues and rectifying problems that arise related to payments issued from the Finance Department. Verifies and updates all payroll payments.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works

quickly.

- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Associate's Degree in Accounting or related field, AND at least two years' experience in accounting, preferably governmental accounting.

*Experience in accounts payable and preparation of journal entries.

Language Skills

Candidate must have a strong command of the English Language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Proficient in Microsoft Office, Internet applications, social media and email software

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Other Qualifications

Possession of an appropriate driver's license valid in the State of South Carolina.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.