



City of Orangeburg, South Carolina

Classification Specification

ACCOUNTANT

Grade: 9

Salary Range: \$49,000 - \$54,000

Purpose of Classification:

The purpose of this classification is to perform complex administrative, and technical work to ensure proper recording and maintenance of financial records, financial payments, transactions, and expenditures of all City funds.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises the preparation of the monthly statements of accounts showing the status of appropriations, expenditures, and remaining balances. Maintains a General Ledger and journal for the recording of all transactions.

Advises all town departments regarding municipal finance laws and budgetary control.

Administers the day-to-day management of all accounting records of the City.

Coordinates and participates in balancing cash transactions with general ledger. Reconciles city bank statements and reconciles daily bank balances.

Prepares reports for department heads as needed or requested. Performs similar or related work as required, directed or as situation dictates.

Prepares other necessary statistical, financial, and revenue reports as needed by other state, federal, and regional agencies.

Communicates with supervisor, and other employees as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Manage the setoff debt program to ensure the records are accurate and submitted in a timely manner.

Process automatic drafts of Hillcrest Golf Course monthly memberships.

Receives and records all funds from the County and other government agencies.

Administers the day-to-day management of all accounting records of the City.

Manage the Finance Department's miscellaneous billing needs.

Interacts and is cross trained to support the Finance Department where needed or assigned.

Performs other related duties as required.

May perform Finance Clerk duties as needed: Maintains file system of various files/records, performs customer service functions, receives moneys in payment of taxes, permits, business licenses and other fees; records transactions; issues receipts; checks information for accuracy; posts and amends payments in computer database; balances cash; prepares and updates daily administrative reports of fees collected; prepares and submits deposit; and submits related reports to appropriate personnel. Performs general/clerical tasks, which may include answering multi-line phone, making copies, sending/receiving faxes, maintaining inventory of office supplies, or processing incoming/outgoing mail.

Other related duties as required.

Operates a business-issued computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, and other employees as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in accounting or a related field required; supplemented by five (5) years' experience in business, accounting, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. ***WILLING TO TRAIN THE RIGHT ENTRY-LEVEL CANDIDATE***

Specific License or Certification Required: Must possess and maintain a valid South Carolina driver's license. CPA preferred.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information, such as invoices, revenue reports, business listings, and mortgage reports.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Orangeburg is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.