



## City of North Charleston Vacancy Notice

Position: Accountant  
Department: Finance  
Pay Grade: 112 (\$54,483 - \$83,153)

### GENERAL STATEMENT OF POSITION

Under occasional supervision, performs accounting and financial reporting work of a moderately complex nature. Performs related professional work as required. \*Full Job description attached.

### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires an Associate's degree in accounting or business administration supplemented by one to two years of professional or para-professional experience in government accounting / financial reporting, or Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Posted: 04/29/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ  
Deputy Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>ACCOUNTANT</b>		<b>Job Code:</b>	004
<b>Core Comp Group</b>	<b>Administrative</b>		<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>112</b>			
<b>Effective Date</b>	<b>12/09/2019</b>	<b>Revision A: Risk</b>	<b>L. MITCHUM 1/16/2020</b>	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	<b>Finance</b>		<b>Dept. #</b>	<b>415</b>
<b>Location:</b>	<b>Finance</b>		<b>EM Status:</b>	
<b>Reports To:</b>	Accountant Manager; or Supervising CPA if enrolled in CPA Program.			

**Summary Objective**

Under occasional supervision, performs accounting and financial reporting work of a moderately complex nature. Performs related professional work as required.

**Essential Functions**

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs general accounting work in assigned function areas, which may include fixed asset accounting, accounts payable, grant administration, payroll reporting, tax reporting, etc.
- Assists with the preparation and maintenance of assigned budgets.
- Prepares journal entries; reviews daily general ledger entries for errors; investigates discrepancies and makes correcting entries.
- Reconciles monthly bank statements; investigates discrepancies.
- Performs fixed asset accounting and reporting work as assigned.
- Performs payroll accounting and reporting work as assigned.
- Balances assigned accounts, making necessary adjustments.
- Prepares and issues billing invoices.
- Reviews 1099 payments made to vendors; checks for accuracy and makes corrections.
- May administer grants for City program / project funding, performing such duties as preparing federal and state grant financial reports, preparing requests for payments and draws, verifying expenditures to ensure compliance with grant budgets and requirements, recording grant matches, etc.
- May prepare Local Government Investment Pool interest reports and compare to monthly statement.
- Establishes and maintains efficient financial record-keeping systems; develops and maintains forms for efficient tracking and processing of financial information.
- Receives and responds to inquiries, requests for assistance and complaints from other City employees and customers regarding City financial matters.
- Attends training, meetings, conferences, seminars, etc., as appropriate to enhance job knowledge and skills.
- Prepares, processes, types, copies, files and/or transmits various documents, which may include tax forms, invoices, statements, expense reports, receipts, spreadsheets, checks, budget amendments, various other reports, memos and correspondence, etc.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

- Refers to policy and procedure manuals, computer manuals, accounting texts, grant guidelines, budgets, etc.
- Operates a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone.
- Uses clerical and computer supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other City department heads and employees, co-workers, other government agencies, vendors / contractors, bank personnel, and the general public.
- Assists co-workers with assigned duties as required; performs certain duties of Finance Director as required in his/her absence.
- Performs general clerical work as required, including but not limited to entering and retrieving computer data, copying and filing documents, preparing reports and correspondence, sending and receiving faxes, answering the telephone, etc.
- Performs related duties as required.

### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Accountant.
- Knowledge of the functions and interrelationships of City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to make sound, educated decisions.
- Ability to understand the principles of finance and accounting, and the standards, regulations and laws relating to financial accounting.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Is skilled in accounting/financial mathematics.
- Knowledge of specialized accounting procedures in assigned functional area(s).
- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Ability to produce quality work which requires constant attention to detail.
- Ability to assist co-workers and employees of other departments as required.
- Ability to plan, organize and prioritize daily assignments and work activities and excellent organizational, technical and human relations skills.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, respectful and professional manner.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to react calmly in situations.
- Advanced knowledge of Microsoft Excel, Outlook, PowerPoint software.

### **Minimum Education and Experience Requirements**

Requires an Associate's degree in accounting or business administration supplemented by one to two years of professional or para-professional experience in government accounting / financial reporting, or Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Tasks involve 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 (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None

**Special Certifications and Licenses**

- Valid South Carolina Driver's License

**Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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Accountant