



POSITION DESCRIPTION

CLASS TITLE: Senior Accountant	CLASS CODE: FN03
DEPARTMENT: Finance	PAY GRADE: 57A
REPORTS TO: Director of Finance	FLSA: Exempt
SUPERVISES: N/A	REVISED: 2/20/25

PURPOSE AND SCOPE: Under the direct supervision of the Director of Finance, supervises and performs financial accounting. Responsibilities include, but are not limited to, general ledger account reconciliation, financial reporting, accounts payable, payroll, budgetary analysis, capital assets, grants, and insurance.

This position is designated as Essential in the event the JIPSD’s Emergency Operation Plan is activated.

ESSENTIAL FUNCTIONS:

- Ensure financial data accuracy through bank reconciliations, budgetary review, and journal entries of general ledger accounts ensuring compliance with GAAP.
- Ensure timely completion and processing of the annual audit & financial statements, tax and grants reporting, and Freedom of Information requests.
- Assists with compiling the annual budget, purchase order processing and compliance, and administration of the full life cycle of capital assets. Capital asset responsibilities include maintaining asset records, processing online auction sales, liability insurance renewals, processing license plates, and filing of insurance claims.
- Conduct monthly reconciliations of active and retiree insurance accounts with the Public Employee Benefit Authority (PEBA) and the South Carolina Retirement System (SCRS), ensuring accuracy and timely submission of corresponding payments.
- Accurately record payroll transactions in the general ledger, ensuring proper financial reporting and reconciliation. Develop proficiency in processing biweekly payroll within six (6) months of employment as a reliable back up when needed.
- Review, validate, and process payments for biweekly, quarterly, and annual Federal and State tax reporting, including but not limited to SUTA, FUTA, and South Carolina Department of Employment and Workforce (SC DEW) tax obligations.
- Identify and address any discrepancies to maintain compliance and financial accuracy.
- Collaborate with accounts payable and must be able to process accounts payable within six (6) months of employment.

- Identifies and reports deficiencies with recommendations to improve controls and efficiencies for development and refinement of Standard Operating Guides (SOGs).
- Must attend the District's Commission meeting regarding audit, budget and similar significant projects as needed.
- Other duties as assigned by the District.

EQUIPMENT:

Calculator, personal computer, telephone, file cabinet, pens, and pencils.

WORKING CONDITIONS:

Working inside protected from the weather.

HAZARDS:

None

PHYSICAL DEMANDS CATEGORY:

Sedentary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of general ledger reconciliations.
- Proficient in troubleshooting payroll, and accounts payable.
- High proficiency in Microsoft Office products with 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.
- At least seven (7) years of general ledger experience.
- Must have valid SC driver's license.
- May require evenings and weekends as needed to meet deadlines.

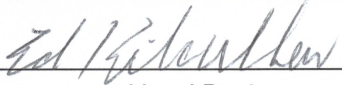


Position incumbents must have successfully completed and possess all the following specific certifications within six (6) months of appointment to this position title.

- **NIMS 100**

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. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All employees 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	<u>2/20/25</u> Date
 Human Resources Review	<u>2.20.25</u> Date
 District Manager APPROVAL	<u>2.20.25</u> Date

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

Employee Name – Please Print Legibly

Employee 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.