

**STAFF ACCOUNTANT,
CITY OF CAYCE**

The City of Cayce currently has a full-time position available as a Staff Accountant in the Finance Department.

Duties of the position include, but are not limited to:

- Assists with the maintenance of a central accounting & financial reporting system for the City in accordance with established & accepted accounting principles & practices and in sufficient detail to produce accurate & effective cost, financial, and statistical data for management purposes.
- Assists with the disbursement of City funds to include payroll and accounts payable in accordance with budgetary authority and legal requirements. Assists with the examination of all accounts, vouchers, and requests for payment, payroll documents, invoices, tax statements, general ledger entries, check register, and related records as necessary in the maintenance and control of expenditures.
- Assists the City Treasurer and others on matters pertaining to accounting, cost, cost allocation, budgeting, auditing, long-range planning, and financial management.

Qualifications:

- Requires Bachelor's degree in accounting, finance, business administration, or a related field.
- Requires 3-5 years' experience in managerial accounting or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Certification as a Management Accountant (CMA), Public Accountant (CPA) or Governmental Financial Officer (GFOA).

The salary is dependent upon qualifications. Position open until filled.

For a complete job description, application and list of qualifications, visit <http://www.cityofcayce-sc.gov/employment.asp>

The City of Cayce is an EOE.



Job Title:	Staff Accountant	Department/ Location:	Finance
FLSA Classification:	Exempt	Date Drafted:	April, 2014
Reports To:	Municipal Treasurer		

Position Summary

The purpose of the class is to plan and direct accounting functions. Under limited supervision, this position will perform highly responsible work for the overall financial management functions of the City. Work will involve assisting with planning, designing, organizing, implementing, directing, and controlling all activities and systems necessary for the accurate, efficient, and effective operation and management of financial services and resources. This position will assist in accounting, budgeting, auditing, and financial reporting of City Funds in compliance with City policy, legal regulations, Federal & State reporting standards, generally accepted accounting principles, and other generally accepted government standards.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Assists with the maintenance of a central accounting & financial reporting system for the City in accordance with established & accepted accounting principles & practices and in sufficient detail to produce accurate & effective cost, financial, and statistical data for management purposes.
- Assists with the disbursement of City funds to include payroll and accounts payable in accordance with budgetary authority and legal requirements. Assists with the examination of all accounts, vouchers, and requests for payment, payroll documents, invoices, tax statements, general ledger entries, check register, and related records as necessary in the maintenance and control of expenditures.
- Assists the City Treasurer and others on matters pertaining to accounting, cost, cost allocation, budgeting, auditing, long-range planning, and financial management.
- Assists the City Treasurer on the preparation of the annual budget. Will help review, evaluate, and make recommendations on department budget requests to include original budget as well as supplemental appropriations and administrative budgetary transfers.
- Assist with the preparation of the CAFR (Comprehensive Annual Financial Report) to ensure accuracy.
- Assist the City Treasurer in the areas of tax levy and collection reporting. Assists with property tax revenues projections for the budget.
- Assists with the preparation of monthly, quarterly, and yearly financial reports and statements. Helps review and evaluate overall financial condition and keeps the City Treasurer and City Manager advised. Prepares and reviews journal entries; issues periodic reports.
- Along with the City Treasurer, receives and/or reviews assessment data, invoices, requisitions, and other vendor pay requests; financial data from systems' and advice from legal and other consultants.
- Refers to Accounting procedures, GASB statements, GFOA "Blue Book", State law, City code, South Carolina and Federal tax code, computer system data, and Human Resources and Procurement policies.



- Be or become proficient with the City's accounting and computer software. Be proficient with Microsoft Excel and Word, e-mail, Internet, and other County and State systems.
- Accesses all financial data for the city; directly or indirectly monitors accounting functions for departments and city agencies, such as payroll, accounts payable, accounts receivable, fixed assets and grants.
- Prepares, monitors and reconciles reports, registers, and account data; establishes and maintains files; inputs and retrieves information from specialized database.

Position Responsibilities- Non-Essential/Other

- Other duties as assigned

Essential Skills and Experience

- Requires Bachelor's degree in accounting, finance, business administration, or a related field.
- Requires 3-5 years experience in managerial accounting or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.
- Requires coordinating the activities of those operating complex software used for programming custom applications, and the application of custom or commercial financial, accounting, and administrative or other complex software or systems; may involve installation and testing. Involves operations of moderate scope.
- Requires performing coordinating work involving guidelines and rules with constant problem solving.
- Requires using algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and finance and economics using financial and econometric models.
- Requires reading journals, manuals, and professional publications
- Ability to speak informally to groups of co-workers, staff in other organizational agencies, the general public, and people in other organizations; presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style.
- Requires performing professional level work requiring the application of principles and practices of a wide range of administrative or managerial methods in the solution of administrative or technical problems; coordination of entry level managerial work; requires a thorough understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention to detail for accurate results with frequent exposure to unusual pressures.
- Must possess a valid South Carolina driver's license.
- Requires the ability to synthesize or integrating analysis of data or information to discover facts or developing knowledge or interpretations; changing policies, procedures or methodologies based on new facts, knowledge or interpretations



Beneficial Skills and Experience

- Three to five years of managerial accounting experience
- Municipal experience
- Certification as a Management Accountant (CMA) or Public Accountant (CPA).
- May require persuading or influencing others in favor of a service, point of view, or course of action

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

- | | | |
|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed