**Town of Edisto Beach**

Accounting Clerk

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| DEPARTMENT | Administration | JOB CLASSIFICATION | TBD |
| FLSA CLASSIFICATION | Non-Exempt | SUPERVISORY | No |
| REPORTS TO | Senior Finance Clerk | CIVIL SERVICE | No |
| STATUS | Full-Time | EFFECTIVE DATE | June 16, 2022 |
| SCHEDULE | Monday-Friday, 8-4:30 | SAT., SUN., HOLIDAYS | Rarely |
| OVERTIME | As Needed | PAY RANGE | 35,000-45,000 |

**GENERAL STATEMENT OF DUTIES**

The Accounting Clerk works under the direct supervision of the Senior Finance Clerk and assists the Senior Finance Clerk in accurately posting accounts payables, receivables and payroll. This position provides backup to the Utilities Clerk.**DUTIES, FUNCTIONS AND RESPONSIBILITES**

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned**.

1. Accounts Payable
   1. Receive and code vendor invoices in accordance with the Town Budget
   2. Submit vendor invoices for approval
   3. Process vendor invoices for payment using existing Town software
   4. Correspond with vendors as necessary
2. Cash Receipts
   1. Receive monies and prepare deposits for Town revenues.
      1. Cross-train and assist in various departments for collections.
   2. Post receipts to ledger in accordance with the Town Budget using existing Town software .
3. Payroll
   1. Review/ensure departmental timekeeping in accordance with the Town ordinances and federal and state labor laws.
   2. Prepare bi-weekly employee payroll using existing Town software
   3. Assist with payroll related reports and disbursements
   4. Assist with accounting for employee benefits.
4. Record-keeping
   1. Filing
   2. Digital record maintenance
   3. Records retention duties
5. Reporting
   1. Provide a variety of financial reports / information at the request of management
6. Other
   1. Performs other related duties as necessary
   2. Obeys safety rules and exercises caution in all work activities

**KNOWLEDGE, SKILLS AND ABILITIES**

**Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

1. Maintains current knowledge of all Town, state and federal regulations pertaining to financial responsibilities.
2. Knowledge of basic methods, practices and terminology used in municipal fiscal accounting and financial record keeping.
3. Ability to speak and write in English using correct spelling, grammar and punctuation.
4. Ability to type accurately.
5. Ability to use good judgment in the completion of a variety of work situations.
6. Ability to organize and remain focused to meet deadlines.
7. Ability to maintain effective working relationships with other employees, elected officials and the public.
8. Ability to maintain records, analyze data and prepare accurate reports.
9. Ability to add, multiply, subtract, divide and deal in fractions and percents.
10. Ability to maintain confidential information.
11. Ability to use independent, ethical, sound judgment in carrying out instructions concerning the maintenance of financial records.
12. Proficient with Microsoft Outlook, Work and Excel.
13. Ability to learn and become proficient with INCODE data system.

**MINIMUM REQUIREMENTS**

MINIMUM EDUCATIONAL REQUIREMENTS:

High school graduation or equivalent supplemented by specific accounting training and specialty training in the use of automated accounting equipment.

MINIMUM EXPERIENCE REQUIREMENTS:

Basic bookkeeping skills and a working knowledge of debits and credits; A working knowledge of Excel and MS Word software programs.

MINIMUM LICENSE REQUIREMENTS.

Must possess a valid driver’s license and be able to secure a South Carolina Driver’s License upon employment.

SPECIAL REQUIREMENT.

Must be able to pass a satisfactory background check.

**PHYSICAL REQUIREMENTS**

* Regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel, or operate standard office equipment; and reach with hands and arms.
* Sit at a computer terminal for extended periods of time.
* Look at figures and numbers for extended periods of time.
* Intermittently, twist to reach equipment surrounding desk; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and operate an automobile to attend various meetings and workshops.
* While performing duties, the employee is regularly required to use written and oral communication skills.
* Ability to move up to 25 pounds.
* Specific vision abilities required by this including close vision and ability to adjust focus.

**ESSENTIAL SAFETY FUNCITONS**

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe condition to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

**Acknowledgments**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

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Employee’s Name Print Signature Date

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Town’s Authorized Representative Signature Date

**Note:** *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*