



JOB DESCRIPTION

Job Title: Staff Accountant II

Department: Finance

Reports To: Controller

FLSA Classification: Full time, Exempt

Revision Date: October 2024

I. Position Summary:

The Staff Accountant II is responsible for the accurate financial accounting, reporting and record-keeping associated with the General Ledger accounts established for the Greer Commission of Public Works.

II. Position Responsibilities: Essential

- Maintain the financial books and records relating to the General Ledger accounts to ensure completeness and accuracy.
- Responsible for reconciling assigned general ledger accounts.
- Ensure proper internal controls and systems of checks and balances for the protection of the System's assets.
- Responsible for monthly bank reconciliations for all bank accounts maintained by the Commission.
- Responsible for assuring that all posting files from the Utility collections process are posted correctly and accurately to the General Ledger, in both the AS400/PayGo and Acumatica.
- Responsible for the maintenance of the Cash subsidiary ledgers for all funds and bank accounts maintained by the Commission.
- Coordinate with the Billing Division in the recording and tracking of Accounts Receivable, providing monthly reconciliations of the Accounts receivable accounts. Includes responsibility in assisting in the monthly close-out functions as required.
- Responsible for daily interface with Customer Service area in the control and accounting for daily cash deposits, reporting discrepancies to the Controller.
- Responsible for the monthly close-out procedures to be performed on the 1st working day of each month for all customer-related transactions.
- Responsible for transferring all credits from inactive accounts to active accounts that are linked by federal tax number monthly. Will also mail letters and submit all other unclaimed funds that could not be transferred to the state yearly.
- Responsible for sending dormant letters out monthly.
- Responsible for coordinating the collection processes related to delinquent accounts and bad debts. Serves as a primary contact with the MASC's Debt Setoff Collection program, managing the flow of information relating to delinquent accounts that are eligible for this program on an annual basis.
- Assists the Controller in the control of the Capital Improvement Projects spreadsheet(s).

THIS DOCUMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT-WILL EMPLOYMENT.

- Responsible for entering fixed assets from AP invoices/credit cards and inventory.
- Responsible for generating the appropriate reports and sending to ReWa and Metro along with disbursements for payments.
- Responsible for generating disbursements for franchise fees and maintaining proper records.
- Serves as back-up support in the completion of the Staff Accountant I responsibilities as required.
- Provide assistance in preparing all documents required for completion of the annual Audit as required by the Finance Manager and/or external Auditors.
- Assists in the implementation of an internal audit function to insure that all policies of the Commission as related to the billing of customer accounts are accurately processed while insuring no fraudulent or abusive misuse of the policies are taking place.
- Wear necessary protective equipment and exercise extreme safety in tool, equipment and vehicle operations.
- Understand and observe all safety rules and regulations.
- Complete CPR and first aid courses and keep certificates current.

III. Position Responsibilities: Other

- Other duties as assigned.

IV. Essential Skills and Experience:

- A minimum of a four-year degree from an accredited college with concentration in accounting.
- Five years of accounting experience with concentration in general ledgers and financial reporting.
- Working experience and knowledge of Excel and Word.
- Experience in working with a highly developed accounting system, such as AS400 and Acumatica.
- Strong reading, writing, math, analytical and comprehensive skills.
- Team player.
- Experience working with and implementing Internal Audit initiatives.
- Demonstrated customer service skills.
- Professional demeanor and good communication skills with the ability to work well with others in a fast-paced environment.
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Strong verbal and written communication skills.
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong interpersonal and customer service skills required.
- Ability to multi-task, prioritize and deal with interruptions while meeting timely deadlines.
- Responsible for maintaining required continuing education for certifications.

V. Beneficial Skills and Experience:

- Continued training in accounting related systems and programs.
- Related financial experience with an operating utility.
- Advanced degree in finance, accounting or related field.

VI. Mental and Physical Demands (per ADA guidelines):

Physical Demands Lift/Carry

- Stand - F (Frequently)
- Walk - C (Constantly)
- Sit - C (Constantly)
- Handling / Fingering - C (Constantly)
- Reach Outward - C (Constantly)
- Reach Above Shoulder - C (Constantly)
- Climb - N (Not Applicable)
- Crawl - N (Not Applicable)
- Squat or Kneel - O (Occasionally)
- Bend - F (Frequently)
- Driving – O (Occasionally)

Lifting

- 10 lbs or less - C (Constantly)
- 11-20 lbs - C (Constantly)
- 21-50 lbs - O (Occasionally)
- 51-100 lbs - N (Not Applicable)
- Over 100 lbs - N (Not Applicable)

Push/Pull

- 12 lbs or less - C (Constantly)
- 13-25 lbs - N (Not Applicable)
- 26-40 lbs - N (Not Applicable)
- 41-100 lbs - N (Not Applicable)

N (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)

The Company 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 Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed