



# CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina

*This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.*

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|--------------------------|--------------------------|
| <b>Class Title:</b>      | <b>Finance Assistant</b> |
| <b>Department:</b>       | Finance                  |
| <b>Class Code:</b>       | 2010                     |
| <b>Salary Grade:</b>     | G09                      |
| <b>FLSA Designation:</b> | Non-Exempt               |

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## **General Statement of Duties**

The principal function of an employee in this class is to provide technical accounting, budgeting and administrative support to the Finance Department. The work is performed under the supervision and direction of the Finance Director, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Finance Director, Senior Finance Staff, other Town management and personnel, and the general public.

## **Examples of Essential Functions**

*(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)*

- Performs a variety of general administrative duties for Finance Department Senior Staff as required or requested;
- Provides technical financial or administrative support related to the Town's budget and CAFR;
- Provides coordination and primary support for the State Accommodations Grant Program; serves as the Secretary for the Accommodations Tax Advisory Committee;
- Receives, evaluates, and processes grant disbursement requests ensuring eligibility according to State Law, Town Council and ATAX Advisory Committee guidelines;
- Serves as the Secretary for the Finance and Administrative Committee;
- Creates and maintain current and historical grant reports and financial records; prepares and submits annual reports to State;
- Administers and supports the Town Purchasing Card program including implementing, establishing and maintaining configuration within the web-based reporting system, and providing user training;
- Receives and distributes mail for Finance Department; prepares online deposits of revenues received in mail;
- Assists with departmental procurement functions and purchase card support;
- Provides Town-wide purchase support; researches related issues within MUNIS; assists with requisitions, account coding and purchase order conversions;
- Reviews and reconciles MUNIS records to approved budgets;
- Serves as a back-up to receive and process business license applications, a variety of fees and other Town-wide revenue;
- Perform monthly quality control audit of digitized departmental records to ensure accuracy and legibility in records management digital storage system;

- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety Manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

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

- Knowledge of modern office procedures, systems, and equipment;
- Knowledge of contract requirements and procurement processes;
- Knowledge of administrative policies and procedures of the Town;
- Ability to communicate effectively in writing;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to compile, organize, prepare, and process required reports, forms, documents, and related information;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

### **Minimum Qualifications**

- Associate's Degree in Management, Accounting or related; and
- Considerable administrative or accounting experience; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### **Work Conditions and Essential Physical Abilities**

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely;
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.