

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.

Class Title:	Accounting Specialist
Department:	Finance
Class Code:	2020
Salary Grade:	G08
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to perform entry level accounting duties, accounts payable duties, payroll processing support and software support in accordance with prescribed policies and procedures. The work is performed under the supervision and direction of the Accounting Supervisor, but some 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 Accounting Supervisor, Senior Accountant, Accounting Manager, Town employees, 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.)

- Processes account payables for Town's General Fund in accordance with departmental policies and procedures;
- Works closely with the Systems and Reporting Administrator regarding the utilization of Purchase Orders in the Accts Payable process;
- Maintains an excel spreadsheet showing monthly utility costs throughout The Town and by reference to the spreadsheet identifies abnormal usage levels that need to be investigated;
- Processes refund checks for Municipal Court, EMS and Community Development;
- Prepares monthly Town Purchasing Card usage reports and compiles necessary supporting documentation;
- Performs functions related to BCSO stipend program;
- Processes 1099's for all account payables for the Town, Island Rec Center, Coastal Discovery Museum, and CIP;
- Processes all incoming departmental mail and outgoing invoices;
- Responds to all vendor inquiries;
- Scans all appropriate documents in records management system on a timely basis;
- Performs a variety of financial related duties in area of expertise;
- Assists with Auditor's providing assistance as needed;
- Provides technical support to Committees, Commissions and Boards as assigned;
- 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 general accounting and business procedures, governmental accounting and regulatory reporting;
- Knowledge of full cycle payroll procedures in relation to a Municipal payroll process;

- Knowledge of basic principles and practices of information management systems and the operation and maintenance of relevant equipment and software;
- Knowledge of Town and department operations, policies, and procedures;
- Knowledge of office procedures and operations;
- Knowledge of professional telephone etiquette;
- Ability to maintain accurate records and files;
- Ability to effectively respond to and resolve questions and concerns from employees and departments;
- Ability to detect and effectively resolve account discrepancies that may occur;
- Ability to handle confidential information with appropriate discretion;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- 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 Accounting or a closely related field; and
- Some experience in accounting, bookkeeping, collections, payroll, payables; 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:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects;
- Crouching: Bending the body downward and forward by bending leg and spine;
- 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;
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion;
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward;
- 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;
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles;
- 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.