



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:	Accountant
Department:	Finance
Class Code:	2026
Salary Grade:	G11
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to perform technical accounting duties, financial services support for capital improvement projects, accounts payable duties, payroll processing, and software support in accordance with prescribed policies and procedures. The work is performed under the supervision and direction of the Accounting Supervisor, 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 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 accounts payable for the Hilton Head Island Recreation Association, Coastal Discovery Museum, ATAX, Capital Projects & One Percent Fund;
- Processes Town payments to the Hilton Head Island Recreation Association, and Coastal Discovery Museum;
- Processes Federal and State payroll taxes for Town, Hilton Head Island Recreation Association, and Coastal Discovery Museum payrolls;
- Reconciles balance sheet accounts including financial institution accounts, accounts receivable, and performance bonds;
- Processes the monthly Sales and Use Tax report and generates the related payment per the State's prescribed deadline;
- Assists with internal audit controls including processing monthly reports, balancing receivables, reconciling bank statements, preparing necessary adjusting journal entries;
- Provides financial information to the external arbitrage calculation professionals to ensure compliance with Internal Revenue Service municipal bond arbitrage regulations;
- Initiates outgoing wires and direct disbursements for both within the Town's financial institution accounts and to other local municipalities and cooperatives;
- Monitors and evaluates incoming wires and EFT from other municipalities and the State of South Carolina;
- Assists Accounting Supervisor with various tasks related to month end, year end and annual audit work;
- Scans all documentation to records management software;
- 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 principles and practices of local government finance accounting;
- Knowledge of pertinent Federal, State, and local laws and regulations;
- Knowledge of Town financial information systems;
- Knowledge of budgets and budget administration;
- Knowledge of Town financial controlling and auditing measures and principles;
- Knowledge of Generally Accepted Accounting Principles;
- Knowledge of Division operations, policies, and procedures;
- Ability to discern and resolve financial discrepancies;
- Ability to effectively prepare fiscal, statistical, and narrative reports in a clear and concise manner;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations accordingly;
- 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

- Bachelor'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:

- 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;
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Grasping: Applying pressure to an object with the fingers and palm;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- 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;
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- 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.