

Accounting Specialist

10 Main Street
Summerton, SC 29148
803-485-2525 x 6

Department: Administration

Position Hours: Full-Time

Job Duties

- Record and report all financial data for the Town. Under limited supervision, this position will be responsible for the functions related to accounts payable, accounts receivable, deposits, payroll and the Town's annual audit. In addition, this position will assist in managing the Town's budgetary items, cash flow, and agreements with other agencies. Work will involve assisting with organizing all activities and systems necessary for accurate, efficient and effective cash flow operations.
- Perform duties in accounting and financial reporting of Town's Funds in compliance with Town's policy, legal regulations, Federal & State reporting standards, generally accepted accounting principles and other generally accepted government standards. Assists with central accounting and financial reporting system(s) for the Town in accordance with established, accepted accounting principles and practices, and in sufficient detail to produce accurate and effective cos, financial and statistical data for management purposes.
- Disburse Town funds to include payroll and accounts payable in accordance with budgetary authority and legal requirements. Examine accounts, vouchers, and requests for payment, payroll documents, invoices, tax statements, general ledgers entries, check registers, and related records as necessary in the maintenance and control of expenditures. Verify, allocate, and post details of business transactions to the Town's general ledger; maintains journals and account ledgers reflecting fiscal transactions.

Qualifications

- Requires an associate degree in accounting with two to four years of experience in accounting, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Strong written and oral communication skills. Ability to manage multiple tasks and projects while working under limited supervision.
- Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.
- Requires performing coordinating work involving guidelines and rules with constant problem solving.
- Requires using algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and finance and economics using financial and econometric models.
- Requires reading journals, manuals, and professional publications. Ability to speak informally to groups of co-workers, staff in other organizational agencies, the public, and people in other organizations.

Deadline to Apply: Open until filled

Submit application and/or resume with cover letter to:

Town of Summerton Human Resources

10 Main Street / PO Box 279

Summerton, SC 29148

The Town of Summerton is an Equal Opportunity Employer