



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Accountant I (Accounts Payable)</b>	<b>Job Code:</b>
<b>Reports to: Accounting Manager</b>	<b>FLSA Status: Exempt</b>
<b>Department: Finance</b>	<b>Approved</b>

### **Purpose of Classification:**

Under the supervision of the Accounting Manager, the purpose of this classification is to perform essential accounting duties to support the County's financial operations, ensure accurate reporting, and maintain compliance with relevant policies, regulations, and standards. This classification is primarily responsible for the accounting, financial, and analytical functions related to the administration of accounts payable. Additionally, the position will support the general accounting practices and day-to-day business operations of the department and perform other duties as assigned.

### **Essential Functions:**

- Maintain and report financial information in a timely manner; prepare and provide financial reports. Advise the Accounting Manager of all financial and accounting matters affecting the County.
- Informs and advises the Accounting Manager on all department issues affecting the County; provides support and information to other department managers.
- Works with department heads and staff to resolve questions and issues related to accounts payable.
- Processes requisitions, purchase orders, invoices, and payments related to implementation of the County's purchasing policy and procedures, accounts payable functions, and purchasing card system; answer payment inquiries from vendors; follows up on and solves related problems.
- Reviews documentation for accuracy of general ledger coding, completeness of information, budget availability, and compliance with processes and procedures related to purchasing and the use of purchasing cards.
- Inspects the budget and general ledger for assigned departments and accounts, ensuring that funds are available and expenditures are assigned correctly and in accordance with budget parameters set by the governing body.
- Maintains vendor accounts.
- Implements purchasing card policy, maintains card assignments and records, reconciles statements and charges, ensures timely vendor payment.
- Reviews and reconciles subsidiary ledgers and prepares adjustments as needed to the general ledger.
- Assists as needed with preparation of the budget, audit, and other financial reports.
- Follows and promotes policy and procedures of Effingham County.



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### Preferred Education, Experience, and Attributes and Qualification Requirements:

- Must be reliable and extremely trustworthy.
- Must be proficient in Microsoft Office Suite and similar programs. Ability to operate related office equipment, such as computers, a 10-key calculator, and a copier. Highly proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Excellent verbal and written communication skills.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Ability to work collaboratively with colleagues.
- Extensive knowledge of general financial accounting and cost accounting.
- Knowledge of the principles and practices of public finance, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board guidelines, budgeting, accounting, governmental accounting, auditing, and debt management.
- A citizen of the United States or one who has obtained legal work status.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having held a similar position with three (3) years of accounting, auditing, purchasing, or related experience. County or municipal government accounting/finance experience is required.
- Bachelor's degree in accounting or finance from an accredited college or knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the position is preferred.
- A CPA or a master's degree in accounting or finance may substitute for two years of experience.
- Must pass a detailed background investigation and credit check.
- Local Government Finance Officer Level I Certification, Carl Vincent Institute of Government.

### Performance Aptitudes

#### Data Utilization:

- Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

#### Human Interaction:

- Requires the ability to apply principles of persuasion and/or influence.



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- Equipment, Machinery, Tools, and Materials Utilization:
- Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

### Verbal Aptitude:

- Requires utilizing various reference, descriptive, and/or advisory data and information.

### Mathematical Aptitude:

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may consist of the ability to compute discount, interest, profit and loss, ratio and proportion; may consist of ability to calculate surface areas, volumes, weights, and measures.

### Functional Reasoning:

- Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

### Situational Reasoning:

- Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

## ADA Compliance

### Physical Ability:

- Tasks require exerting moderate, though not constant, physical effort. They typically involve climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

### Sensory Requirements:

- Some tasks require the ability to perceive and discriminate visual cues or signals, and some require the ability to communicate orally.

### Environmental Factors:

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature extremes, or traffic hazards.



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\*\* To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the duties' purpose and result rather than how they are performed. The following definition applies: a job function is essential if removing that function would fundamentally change the job.