



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Senior Accountant	Job Code:
Reports to: Accounting Manager	FLSA Status: Exempt
Department: Finance	Approved

Purpose of Classification:

Under the Accounting Manager's supervision, this classification's purpose 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 Special Funds, particularly those for payroll, grants, special revenues, and capital programs for Governmental and Proprietary funds. This position assists Department Directors in accounting matters related to capital project functions, grants, and special revenue funding sources. Additionally, the position will assist in processing payroll, general accounting practices, and day-to-day business operations of the department, as well as perform other duties as assigned.

Essential Functions:

- Maintains and reports financial information in an accurate and timely manner; prepares and provides financial reports. Advise the Accounting Manager of all financial and accounting matters affecting the County.
- Work with County department heads and staff to resolve questions and issues related to project status, funding, budgets, and expenses.
- Collaborates with department designees on project management of CIP, grant, and capital projects.
- Reviews Intergovernmental Agreements, grant awards, State statutes, and other documents for the correct administration of grant and special revenue funds.
- Ensures the tracking and reporting of projects, expenses, and revenues, along with the management of required documentation. Allocates expenditures to correct accounts according to departmental procedures. Reports any issues or concerns to the department involved and to management.
- Ensures that journal entries related to CIP/Capital Budget, grant funds, and other special revenues and projects are made appropriately and in a timely manner.
- Prepares mandated reporting and public notices as required by State law and funding requirements for grant and special revenue funds. Assist with the preparation of the CIP and capital budgets via discussions with management and department directors.
- Supports and trains department designees in the CIP/Capital process.
- Processes payroll and files required tax forms and payments with federal, state, and local government agencies.



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- Processes payments and maintains records for automatic deposits, deferred compensation, and other benefit plan payments.
- Assists with preparations for the budget and the annual audit.
- Establishes vendor accounts; assists in requisitions and purchase orders.
- Makes journal entries to adjust General Ledger accounts.
- Maintains records and ensures compliance through the sending and receiving of invoices and payments for all inter-agency and intergovernmental funds and agreements.
- Implement and promote the policies and procedures of Effingham County.

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 work collaboratively with colleagues.
- Ability to anticipate work needs and interact professionally with customers.
- 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.
- Bachelor's degree in accounting, finance, or related discipline required.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having held a similar position with five (5) years of accounting, auditing, purchasing, or related experience. County or municipal government accounting/finance experience is required. A CPA or a Master's degree in Accounting or Finance may substitute for 2 years of experience.
- Municipal government accounting/finance experience preferred.
- A citizen of the United States or one who has obtained legal work status.
- Must pass a detailed background investigation and credit check.



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- Local Government Finance Officer Level I and Level II Certifications, 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.
- 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



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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.

** 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.