

WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.  
CONWAY, SOUTH CAROLINA

POSITION: STAFF ACCOUNTANT GRADE: 8  
COMPONENT: INDIRECT COST STATUS: Non-Exempt  
REPORTS TO: FINANCE DIRECTOR DATE: 09/25/2015

I. INTRODUCTION: The Staff Accountant performs detailed accounting duties related to the agency's financial operations to include proper processing and posting of transactions to include payroll, assists with the reconciliation of statements and reports, organizes and batches financial documents, maintains files of agency's financial documents, records and statements, makes deposits as required, and keeps Finance Director informed on any financial issue with the potential for a significant impact.

II. DUTIES AND RESPONSIBILITIES

1. Assists in the review and analysis of accounts payable and accounts receivable. Process and analyze accounts payable.
2. Prepares and completes all phases of the payroll process accurately and on schedule to include data entry, issuing checks, preparing direct deposits, preparing payroll tax payments, and all other transactions relating to the payroll process.
3. Processes accounts payable to include issuance of vendor checks.
4. Posts transactions to journals, ledgers and other records.
5. Maintain employee leave accrual.
6. Submits monthly, quarterly, and annual reports as required.
3. Assists in the review and analysis of financial transactions for accuracy.
4. Maintains agency's financial documents, records and statements.
5. Assists in the posting of general ledger entries.
6. Assists in the reconciliation of general ledger accounts.
7. Assists in the compiling and preparation of financial information for review by funding sources and or independent auditors.
8. Assists in the formal bid procurement process to include preparing, advertising, mail and all other phases of the bid process.
9. Makes deposits as required.
10. Performs other assigned duties and or tasks as deemed necessary and/or required by the Finance Director in accordance with local, state and federal laws.

III. SALARY RANGE: FROM: \$16.31-24.47

A. QUALIFICATIONS (ENTRY): An associate degree in business or accounting and two years of accounting experience; ability to operate personal computers; working knowledge of payroll operations; ability to perform visual analysis of detailed financial reports and documents; and the ability to store and retrieve financial files/records. General working knowledge of Microsoft word and excel software; skill in the use of mathematical concepts; the ability to learn and apply the practices and principles of accounting; the ability to follow detailed oral and written instructions; capable of lifting boxes and/or equipment weighing as much as 30 pounds with no problem; able to travel and possess valid South Carolina driver's license; and, pass a SLED criminal check.

B. QUALIFICATIONS (DESIRABLE): In addition to the above entry qualifications, a bachelor's degree with at least 15 semester hours in accounting related courses; and have a well developed working knowledge and or experience in grant accounting.

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SIGNATURE

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DATE

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PRINT NAME