



Job Announcement: Accountant Part-Time
Salary- Based upon experience and qualifications
Application close: March 24, 2025
Submit: cheryl@townofatlanticbeachsc.com

Statement of Responsibilities

1. **Monthly Bank Reconciliation:** Reconciling all bank accounts to ensure accuracy in financial statements.

Review of Books: Confirm that all revenues and expenses were posted correctly in the accounting system.
2. *Depreciation Journal Entry: Prepare the monthly journal entry for depreciation.*
3. *Property Tax Assistance: Provide guidance and oversight in managing property tax collections.*
4. *Business license assistance: Provide guidance and oversight in managing business license collections, posting to correct NAICS.*
5. *Journal Entries Review: Scrutinize all monthly journal entries to ensure they are accurate and complete.*
6. *Monthly Financial Statements: Prepare monthly financial statements and Budget reports.*
7. *Financial Analysis: Perform analysis of the financial reports be presented during the council meeting. Propose solutions to problems identified.*
8. *Grant Accounting: Track grant expenditures including agreeing to grand budget reporting requirements.*
9. *Municipal Court: Monthly reporting and accounting of municipal court collections.*
10. *Council Meeting Attendance: As needed but not more than once a quarter to present the financial statements and analysis. We will provide analysis for every Council meeting through a recorded video.*
11. *Ongoing Support: Answer questions and provide additional financial advice throughout the month*

12. *Annual Budget & Audit Assistance: Provide help in preparing the annual budget and assistance throughout the annual process.*
13. *Payroll Assistance : Including retirement and filings, health insurance payments and assistance with PEBA's annual enrollment*
14. *W-2 and Year End Statement Reviews.*
15. *Website assistance as needed to link credit card payments for Bike Fest and Business License Receipts*
16. *Pay monthly invoices-approximately 35 transactions*
17. *Trouble shooting as needed.*

Qualifications

- The successful candidate possesses an understanding of the statutory and regulatory accounting (GASB, GAAP) requirements for South Carolina. local government practices and financial reporting, as well as the ability to analyze, document and recommend effective business processes that meet both needs and operational controls of the local government
 - Candidate must excel at problem solving and identification of transactional irregularities, enjoy working in a collaborative team environment, and communicate effectively, both orally and in writing
 - A successful candidate should have the following knowledge, skills and abilities:
 - Deep and thorough understanding and knowledge of GAAP accounting and governmental accounting (GASB) standards
 - Extensive knowledge and understanding of accounting principles, statutory financial requirements and an intricate understanding of the various accounting system structure
 - Ability to execute complex analytical review and application of requisite knowledge
 - Advanced knowledge of reporting tools, and organization-wide accounting structures
 - High proficiency in Microsoft Office Suite, in particular Excel
- Ability to read financial reports, and/or legal documents
- Ability to communicate with others tactfully and courteously over the telephone and in person
 - Ability to maintain effective working relationships with others
 - Graduation from an accredited college or university with a Bachelor's degree in finance, accounting, business administration, or a related field, or an equivalent combination of education and experience that provides the necessary knowledge and skills to perform the job
 - At least four (4) years of progressively responsible accounting experience, including at least one (1) year in governmental accounting.