



# Job Vacancy

## Accounting Specialist Finance Department

**Job Description:** Under occasional supervision, performs a variety of routine accounting duties in the maintenance of accounting and fiscal records. Assists with daily planning, accounting, auditing, and accounts payable

- Receives and sends out invoices to and from vendors.
- Enters all the check requests and purchase orders into the system and sends the positive pay file to the bank.
- Verifies each account is staying within the budgets.
- Prints checks and ensures each is delivered in a timely manner to the correct destination.
- Files checks so each is easily accessible.
- Enters W-9 information for vendors.
- Files Sales Tax Reports on a monthly basis to the SC Department of Revenue.
- Performs daily cash collection and preparation of deposits for all departments.
- Duties include but not limited to running required financial reports; preparation of year-end work papers and files for the City's external auditors; and preparing schedules and sections of the City's Comprehensive Annual Financial Report (CAFR) as requested by the Finance Director.
- Performs general administrative/office duties as required, including typing reports and correspondence, entering computer data, copying and filing documents, faxing information, etc.
- Utilizes various types of equipment and machinery in the performance of duties such as a printer, telephone, copier, adding machine, shredder, facsimile machine, etc.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
- Knowledge of the policies, procedures, and activities of the City and of departmental practices as they pertain to the performance of duties relating to the position of the Accounting Specialist.
- Knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the organization of the City and of related departments and agencies.
- Knowledge of the terminology, principles, and methods utilized within the department.
- Knowledge on how to stay abreast of any changes in policy, methods, computer operations, equipment needs, policies, etc., as they pertain to departmental operations and activities

**Desirable Education and Experience:** High School Diploma or GED equivalent with Vocational/Technical School training in Accounting with two (2) years of job-related experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**Application for Position:** Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (employment tab) or at the One Stop Career Center at 705 North White Street, Lancaster, SC. Position Open Until Filled. EOE

**Position May be Subject to the Following Background Checks:** Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range	
209	\$17.74 to \$22.18	