

Sumter County Office of Human Resources



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Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

**Sumter County is Presently Seeking an
Accountant for the Finance Office
Starting Salary \$40,000**

Examples of Work Performed: Under limited supervision, is responsible for performing general accounting duties of the Finance office and includes working with the expenditure budgets of the County. Regularly interacts with Department managers, Elected officials, employees in other departments, co-workers and the general public. This position may be required to perform special projects as assigned by an immediate supervisor or other management personnel. Is responsible for monitoring expenditure budgets. Reviews and updates accounts payable batches prepared by other personnel. Assists in reviewing the general ledger to make necessary adjustments and assists the external auditors with information and documentation requests. Performs computer data entry to record and retrieve various information. Performs various clerical duties as necessary, including but not limited to typing reports and correspondence, answering telephone, greeting and assisting office visitors, processing mail, copying and filing documents, etc. Operates a variety of office equipment such as a computer, calculator, printer, typewriter, copier, fax machine, telephone, etc. Performs related duties as required. Reports to the Finance Director.

Required Knowledge, Skills & Abilities: Is knowledgeable in Governmental Accounting functions. Has good communication skills and will interact with other departments on a routine basis. Has thorough knowledge of the methods, procedures and policies of the Fiscal Affairs Office as they pertain to the performance of duties of the Accountant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of modern governmental accounting theory, principles and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning. Is required to use various software including spreadsheets, data bases, word processing and an accounting and reporting software package. Has thorough knowledge of the organization of the Office and of related departments and agencies. Has knowledge of the functions and interrelationships of County and other governmental agencies. Has the ability to offer assistance to co-workers and employees of other departments as required. Is proficient in bookkeeping. Has the mathematical ability to handle required calculations. Is able to gather accurate information and to prepare forms, records, correspondence, etc. in a timely manner. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret technical manuals and related materials pertaining to the responsibilities of the job. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Must possess good written and verbal communication skills. Extreme tact, poise and diplomacy are required when dealing with departments and the general public. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in use of computers. Has skill in the care and use of a variety of types of office machinery. Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or mathematical form; to deal with problems involving several concrete variables in or from standardized situation. Requires the ability to learn and understand principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.

Minimum Requirements: Requires a Bachelor's degree in accounting or finance with up to three years of related experience supplemented by three or more years of increasingly responsible governmental financial experience or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Three to four years of experience in accounting or cash management is required.

Benefits: One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified applicants interested in applying should:

Visit our website at www.sumtercountysc.org for a pre-employment application

And

Fax cover letter, résumé and application to (803) 774-2827

Or

E-mail cover letter, résumé and application to tjefferson@sumtercountysc.org

Opening Date: October 30, 2018

Closing Date: Open Until Filled

**EEO/AA
DRUGS DON'T WORK**