



## **ALLENDALE COUNTY**

**Job Posting: INTERNAL AND EXTERNAL APPLICANTS**

**Department: ADMINISTRATION Post Date 01/29/20**

**Position Title: (1) ACCOUNTING MANAGER**

**Closing Date 02/12/20**

**SALARY RANGE - DEPENDING ON EXPERIENCE**

### **FUNCTION**

- Responsible for coding and entering A/P and printing checks. Making sure A/R is invoiced and collected each month as well. Making sure all checks get to the Treasurer's office so deposits can be made in a timely manner. Reconciles all monthly statements. Reports to the County Administrator.

### **RESPONSIBILITIES**

- Accounts Payable and Accounts Receivable are handled in a timely manner.
- Working with the accountant in preparation of monthly financial statements.
- Receives and prepares all official accounting reports for the County Administrator.
- Performs various office management duties; organizes, develops, and implements procedures for all financial documents and reports.
- Assists the County Administrator with any financial grants, projects or reports.
- Performs other related duties as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Experience with Qs1 Accounting Software (preferred)
- Knowledge of all accounting procedures and related programs.
- Ability to present ideas clearly, orally and in writing.

### **MINIMUM TRAINING AND EXPERIENCE**

- An associates degree in accounting or five years experience in an accounting setting handling duties outlined in this job description.
- Excellent typing skills and attention to detail.
- Experience in State or Local Government Operations (preferred but not required)
- Must possess a valid state driver's license (South Carolina is preferred)/Reliable transportation.
- Be able to undergo and pass a SLED Background Check.
- Must be able to pass a pre employment drug screen

### **FRINGE BENEFITS INCLUDE:**

- SC State Retirement
- Annual and Sick Leave
- Health Insurance
- Dental and Vision Benefits
- Payroll deducted Supplemental Insurance

**All interested candidates must submit a JOB APPLICATION FORM to Allendale County Human Resource Office, located at Allendale County Administration Office, 526 Memorial Avenue, Allendale, SC 29810 or call 803-584-3438, prior to closing date.**

**POST JOB OFFER REQUIREMENTS: DRUG TEST/SLED BACKGROUND CHECK**

**Allendale County is an Equal Opportunity Employer.**