

Berkeley County Government
JOB OPENING – EXTERNAL POSTING
JUNIOR ACCOUNTANT (PS101415)

DEPARTMENT: FINANCE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under the direction and guidance of the Accountants, assist in preparing financial statements and other reports to summarize and interpret current and projected financial positions. Apply accounting principles to analyze financial data detailing assets, liabilities and capital. Assist in preparing work papers for annual audits by outside agencies or firms. Assist in budget preparation and administration. Research and provide accounting support by creating and maintaining reports and spreadsheets. Additional departmental specific duties may be assigned. Communicate in a courteous and professional manner with others to attain appropriate information and documentation. Serve as liaison between Finance and the Grant Writer. Support accountants and other staff members as needed. Perform other duties as assigned.

QUALIFICATIONS:

Associates degree in Accounting or related field and four (4) years related accounting experience required; Bachelor's degree preferred. Previous governmental accounting experience preferred.

Exceptional computer experience including Microsoft Word and Excel is required.

SunGard IFAS software experience preferred.

Excellent communications skills, both oral and written.

Maintain strict confidentiality in performing the duties and protects operations by keeping financial information confidential.

Basic clerical skills including filing, customer service, math, data entry and correct grammar usage.

Must be able to multi-task, work independently and exhibit strong attention to detail with a high level of accuracy.

Must be able to exercise discretion and judgment in interpreting and adapting guidelines to specific cases or problems.

Testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training and follows safety policies and procedures for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as exempt and reports directly to the Finance Accountants. The normal work schedule is thirty-seven and one half (37.5) hours per week. Standard operating hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. with the ability to work after hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein are subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Junior Accountant - Grade C34

Entry Level Bi-Weekly Pay Range: \$1533.47 - \$1763.49

Date of Posting: 12/01/2016

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.