



Job Title:	STAFF ACCOUNTANT	Department:	ADMINISTRATION
Reports To:	General Manager	Status:	☒ FT ☐ PT
FLSA Classification:	☒ Exempt ☐ Non-Exempt		

Position Summary

This position requires self-motivation and is responsible for accurately managing financial transactions. This position maintains accurate general ledger records, reconciles customer billing system data, supports capital project and fixed-asset accounting, prepares audit documentation, and ensures compliance with accounting standards and internal controls. The Staff Accountant is part of the Administration Department and interacts regularly with all departments throughout the organization.

Position Responsibilities - Essential

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The tasks listed below represent most of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

General Ledger, Accounting & Financial Reporting

- Maintain the general ledger, ensuring accurate posting of revenue, expenses, payroll allocations, and adjustments.
- Reconcile bank accounts, cash receipts, accounts receivable, and subsidiary ledgers.
- Reconcile sewer billing data to general ledger accounts, including billing totals, adjustments, and preparing monthly reports for sewer providers.
- Prepare monthly and annual internal financial reports for management review.

Capital Assets & Infrastructure Project Accounting

- Track capital project expenditures for infrastructure improvements, waterline extensions, tank rehabilitations, meter system upgrades, and other capital initiatives.
- Assist with maintaining fixed asset records for utility infrastructure, including additions, disposals, depreciation, and retirements.



- Assist with maintaining depreciation records and calculating depreciation in accordance with GASB standards.
- Provide capital project and asset-related financial information for engineering, operations, and management.

Audit, Compliance & Internal Controls

- Assist with year-end audit schedules and documentation for external auditors.
- Maintain internal control procedures to safeguard public assets and ensure accurate financial reporting.
- Assist with compliance obligations, including asset tracking, grant records (if applicable), and adopted financial policies.
- Ensure all accounting procedures adhere to generally acceptable accounting principles (GAAP) and governmental accounting standards (GASB) relevant to enterprise funds.

Billing Revenue & Customer Accounts Coordination

- Work with Customer Service to verify proper posting of ACH Payments to customer accounts.
- Support collections processes consistent with ICWD policies.
- Review billing discrepancies to ensure accurate revenue recognition and customer account integrity.

Interdepartmental Collaboration & Support

- Work closely with all departments throughout the organization to gather data and resolve accounting or billing-related issues.
- Provide financial data, reconciliations, and ad-hoc reporting for internal department needs.
- Assist with upgrades or changes to ERP or utility billing systems, ensuring proper financial integration and data integrity

Position Responsibilities - Non-Essential/Other

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Essential Duties Breakdown

- Perform other duties as directed by management.
- Support staff members.
- Ability to comprehend and communicate accounting principles.
- Ability to manage one's own time without direct supervision.
- Ability to manage multiple priorities simultaneously

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- Fast learner, detail oriented, and proven accuracy.
- Strong computer skills.

Core Competencies

- Ensure compliance with federal, state, and local regulations, advising management as necessary.
- Assist in managing Finance Department operations and in ensuring compliance with all applicable laws, regulations, policies, procedures and standards.
- Excellent communication skills.
- Excellent speaking/writing skills.
- Detail-oriented, thorough, and organized.
- Collaboration skills.
- Exceptional research and proofreading skills.

Essential Skills and Experience

- Bachelor's degree in accounting, Finance, Business, or related field.
- 1–3 years of accounting experience, preferably in governmental, enterprise fund, or utility environments.
- Strong proficiency in Microsoft Excel and familiarity with accounting/ERP systems.
- Understanding of generally acceptable accounting principles (GAAP) and willingness to learn governmental accounting standards (GASB)
- Strong analytical, organizational, and communication skills.

Beneficial Skills and Experience

- Experience with water or public utility environment.
- Knowledge of utility billing systems.
- Experience with capital projects or fixed asset accounting.
- Familiarity with South Carolina local government or utility operating practices.