



Job Title:	Senior Accountant	Department/Location:	Finance
FLSA Classification:	Exempt	Date Drafted:	May 2026
Reports To:	Chief Financial Officer	Salary Range: \$74,885.04 - \$107,483.97	

Position Summary

Under limited supervision, this position performs accounting and financial reporting work of a complex nature in support of the Finance Department. The position is responsible for financial reporting and general accounting including, but not limited to, accounts payable, accounts receivable, payroll, asset management, cash management, and revenue management. This position assists in the planning, organization, and implementation of programs in compliance with City policy, legal regulations, Federal and State reporting standards, generally accepted accounting principles, and all other generally accepted government standards.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Assists in necessary training, work assignments, evaluations, and counseling as appropriate.
- Assists in maintaining central accounting and financial reporting system(s) for the City in accordance with established, accepted accounting principles and practices, and in sufficient detail to produce accurate and effective cost, financial, and statistical data for management purposes.
- Supervises the disbursement of City funds to include payroll and accounts payable in accordance with budgetary authority and legal requirements. Examines accounts, vouchers, and requests for payment, payroll documents, invoices, tax statements, general ledger entries, check registers, and related records as necessary in the maintenance and control of expenditures.
- Assists in the preparation of the City’s annual requested budget; Reviews, evaluates, and makes recommendations on department budget requests, supplemental appropriations, and budgetary transfers; Assists City Treasurer in preparing the final budget.
- Assists in preparation the City ACFR (Annual Comprehensive Financial Report) in a manner that meets the highest standards of reporting.
- Prepares monthly, quarterly, and yearly financial reports and statements. Helps review and evaluate overall financial condition and keeps the City Treasurer advised. Prepares and reviews journal entries, issues periodic reports.
- Receives and/or reviews assessment data, invoices, requisitions, and other vendor pay requests, reviews financial data from systems.
- Refers to accounting procedures, GASB statements, GFOA, State law, City code, South Carolina and Federal tax code, computer system data, as well as Human Resources and Procurement policies.
- Assists in all accounting functions of the City, not only for the general governmental fund but also for the City’s Water and Sewer Utility Enterprise Fund, TIF, Hospitality Tax, Accommodations Tax, and various other city-maintained funds.
- Assists with the annual audit with city’s accounting firm; Reviews all information necessary for the completion of the annual audit; Assists the City Treasurer in compiling annual grant information for the Single Audit.
- Attends conferences, training sessions, and meetings related to the management of city government.
- Attends city council meetings upon request.



Position Responsibilities- Non-Essential/Other

- Assists in preparing deposits, taxes withholding, retirement, social security, and all grant payments, invoices, and receipts for numerous grants and accounts. Assists in managing computer software, city website and all appropriate data, social media accounts, and other forms of communication for the city when necessary. Assists in administering employee personnel manual and safety manual as needed.
- Ability to analyze and interpret financial data and to present its finding to the administrator or finance director in clear written and oral form. Ability to establish and maintain cooperative relationships with City officials and employees, government representatives, and other business partners. Ability to stay current with all municipal laws.
- Other duties as assigned.

Essential Skills and Experience

- Requires Bachelor's degree in accounting, finance, business administration, or a related field.
- Requires three to four years of progressively responsible experience in governmental accounting or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.
- Requires coordinating the activities of those operating complex software used for programming custom applications, and the application of custom or commercial financial, accounting, and administrative or other complex software or systems; may involve installation and testing. Involves operations of moderate scope.
- Requires performing coordinating work involving guidelines and rules with constant problem solving.
- Requires using algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and finance and economics using financial and econometric models.
- Requires reading journals, manuals, and professional publications.
- Ability to speak informally to groups of co-workers, staff in other organizational agencies, the general public, and people in other organizations; presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style.
- Requires performing professional level work requiring the application of principles and practices of a wide range of administrative or managerial methods in the solution of administrative or technical problems; coordination of entry level managerial work; requires a thorough understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention to detail for accurate results with frequent exposure to unusual pressures.
- Must possess a valid South Carolina driver's license.
- Requires the ability to synthesize or integrating analysis of data or information to discover facts or developing knowledge or interpretations; changing policies, procedures or methodologies based on new facts, knowledge, or interpretations.

Beneficial Skills and Experience

- Local Government experience preferred.
- Certification as a Government Finance Officer (CGFO) preferred.
- Experience managing grants preferred.
- Single Audit experience preferred.
- May require persuading or influencing others in favor of a service, point of view, or course of action.



Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

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|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation. |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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