



103 ST. PHILIP STREET, CHAS SC 29403  
 JOB ANNOUNCEMENT NO: 18-002  
 DATE: January 11, 2018

<b>Position Title:</b> <b>Accounts Payable Specialist</b> <i>Part-Time</i>		<b>Location:</b> St. Philip Street (Downtown)	<b>Status:</b> Established Position, <b>Part-Time</b> <i>No Benefits,</i> <i>No more than 30 hours per week</i>
<b>Salary Range:</b> \$32,364.80 (\$15.56/hr) – \$48,547.20 (\$23.34/hr)	<b>Grade:</b> 105	<b>Department:</b> Accounting	<b>Hours:</b> 7:00 am - 5:00 pm (Flexible)

**APPLICATIONS ACCEPTED THROUGH FRIDAY, JANUARY 26, 2018.**  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

This position is primarily responsible for the timely processing of all CWS payments made with a purchase order. This involves matching and verifying packing slips to invoices, calculating discounts and sales tax. The Accounts Payable Specialist is also responsible for maintaining the purchase order files and other Accounts Payable tasks.

**Essential Functions:**

- Match and verify invoices to receiving reports, packing slips, and purchase orders for payment in accordance with the Accounts Payable procedures to include calculating discounts, determining sales tax according to state law, determining invoice due dates, and preparing any necessary variances.
- Input invoice information into Financial Management System (FMS) to include verifying invoices are paid from the appropriate fund and verify proper approval of invoices.
- Process Accounts Payable checks.
- Input customer refunds into the system. Adjust customer accounts and maintain a file accordingly.
- Verify monthly vendor statements. Resolve any past due balances and note on the statement the results of the analysis. Communicate with vendors regarding statements, invoices, problems, etc.
- Close purchase orders on the FMS.
- File invoices, receiving slips and open purchase orders that cannot be immediately matched for payment in correct files. Ensure files are neat and current. Check weekly for misfiled paperwork and purchase orders that need to be closed.
- Maintain monthly accrual logs for specified expenses/vendors and prepare accrual journal entries for same by Phase I of each month.
- Maintain and update authorization manual to ensure proper invoice approvals.
- Stamp invoices "PAID".
- Accountable for the timely completion of assigned year-end audit schedules, annual functional area incentives and any assigned financial/accounting reports.
- Develop, suggest and perform testing on financial management system enhancements or corrections.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.

**Additional Duties**

- Develop and/or revise detailed SOIs and checklists for job responsibilities.
- Report statistics on area of responsibility.
- Receive and prioritize correspondence directed to this position.
- Assist other personnel in locating purchase orders and other additional information when needed.

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- Perform other related duties as assigned.

### **Physical Requirements, Activities, and Working Conditions**

- Sedentary work occasionally positioning self to exert up to 20 lbs of force and/or negligible amount of force frequently or constantly to lift and transport objects. Objects greater than 50 lbs require a two-person operation.
- Ability to visually observe and comprehend computer/terminal screens, reports and correspondence for approval and reconciliation purposes, data input and filing.
- Ability to effectively use personal computers with printer; telephone; calculator; copy machine; fax machine; and assigned software.
- Ability to express or exchange ideas by means of written and oral communications.
- Ability to receive detailed information through written and oral communication.
- Ability to identify, reach and handle documents as required to perform the essential job functions and to maintain an accurate record keeping system.

### **Education and/or Experience**

- Associate degree in Accounting and one-year accounting experience; or a combination of education and experience in accounting to equal four (4) years.
- Basic knowledge of generally accepted accounting principles.
- Good people skills.
- Intermediate knowledge of word processing and spreadsheet software programs.
- Prior work record indicating dependability and conscientiousness.

### **Licenses, Certifications, Registrations**

- There are no special designations required for this position.

### **Training Needs:**

- OSHA and Departmental safety training as required.
- Skills Based Training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001 standards for department and company.
- See Department Competency and Training Matrix for this position.

### **Potential Career Path:**

**ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.**

- Accountant (General, Cost, Plant)

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#### **Computer Skills:** Intermediate

To perform this job successfully, an individual should have a working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

#### **Mathematical Skills:** Intermediate

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate figures such as discounts, interest, area, circumference and percentages with or without a calculator.

#### **Decision-making Authority:** Routine (Non-Exempt)

Follows routine procedures and makes minor decisions within prescribed guidelines. Refers non-routine issues to management.

#### **Reasoning Ability:** Intermediate

Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.

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**Supervisory Responsibilities: None**

This job has no supervisory responsibilities.

**Language Skills: Intermediate**

Ability to comprehend general instructions. Ability to read and understand safety manuals, operating and maintenance instructions and procedure manuals. Ability to write routine reports and business correspondence. Ability to effectively present information in small group situations with coworkers and the general public. Ability to respond to common inquiries or complaints from the general public.

**Safety Sensitive Position: No**

**Environmental Sensitive Position: No**

**NOTE:** THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.