



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: 18-079

DATE: September 5, 2018

<b>Position Title:</b> <b>Cost Accountant</b>		<b>Location:</b> St. Philip Street	<b>Status:</b> Established Position, Full-time
<b>Salary Range:</b> \$39,769.60 (\$19.12/hr) – \$59,696.00 (\$28.70/hr)	<b>Grade:</b> 107	<b>Department:</b> Accounting	<b>Hours:</b> 8:00 am – 4:30 pm

**NOTE: IF YOU PREVIOUSLY APPLIED FOR THE **COST ACCOUNTANT** (18-052) JOB ANNOUNCEMENT, YOU DO NOT NEED TO REAPPLY FOR THIS POSITION.**

**APPLICATIONS ACCEPTED THROUGH **FRIDAY, SEPTEMBER 21, 2018****  
**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

This position is primarily responsible for maintaining detailed subsidiary ledgers for water, wastewater and common asset additions and retirements and for reconciling these assets to the general ledger. This includes accounts such as depreciation, accumulated depreciation, contributed equity and liability accounts associated with work-in-progress and capital.

**Essential Functions:**

- Reconcile and analyze assigned accounts to the general ledger monthly.
- Prepare journal entries to complete monthly accounting cycle, annual audit, and any adjusting entries necessary to reconcile subsidiary records to the general ledger.
- Maintain information on personal computer using spreadsheet programs and/or database programs to aid in preparing monthly and/or annual analyses for assigned accounts.
- Monitor GAAP standards in area of responsibility.
- Accountable for the timely completion of assigned year-end audit schedules, annual functional area incentives and any assigned financial/accounting reports.
- Place company property tag on movable property within specified period of time and maintain corresponding internal documentation.
- Conduct annual physical count of all movable property by cost center (if applicable)
- Verify all source documents are correctly charged and pertain to the project using sound technical judgment.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.
- Regular attendance is required.

**Additional Duties**

- Develop and/or revise detailed SOIs and checklists for major job responsibilities.
- Report statistics on areas of responsibility.
- Assist in revising, directing and implementing company policy in areas of responsibility.
- Maintain files, records and other needed information.
- Assist internal customers with their needs.

- Develop, suggest and perform testing on financial management system enhancements or corrections.
- 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.
- Must maneuver in various positions to conduct inventory of property as required in the essential functions.

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

- B. S. degree in Accounting or Business Administration with a concentration in Accounting and one year experience or a combination of education and experience in Accounting to equal seven (7) years.
- Experience must be progressively responsible and diverse accounting experience in which a broad exposure to all areas of accounting and accounting principles, practices and procedures was acquired.
- Advanced knowledge of generally accepted accounting principles and concepts.
- Good analytical skills.
- Good negotiation and people skills.
- Advanced 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.**

- Accounting Manager

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**Computer Skills:** Advanced

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

**Mathematical Skills:** Professional

Ability to apply concepts of basic algebra and geometry to practical situations. Ability to solve basic algebraic equations and develop budgets and spreadsheets.

**Supervisory Responsibilities:** None

This job has no supervisory responsibilities.

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

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

**Reasoning Ability:** Professional

Ability to apply principles of logical thinking and to solve a wide range of intellectual and practical problems where only limited information may exist.

**Language Skills:** Professional

Ability to comprehend abstract instructions. Ability to read and analyze complex periodicals and journals, financial reports, and government regulations. Ability to write general reports, correspondence, procedure manuals, and articles for publication. Ability to effectively present information to top management, The Commissioners, 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.