



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION

Staff Accountant

Finance

Job Purpose: Responsible for handling daily accounts payable duties, assisting with inventory reconciliations, maintaining various expenditure ledgers, and preparing financial reports and reconciliations.

- Enters accounts payable (AP) invoices for payment.
- Reviews and approves AP invoices entered by departments outside of central Finance.
- Assists departmental staff with AP-related functions, ensuring accuracy and timeliness.
- Records transactions related to inventory activities for PTC/Aquatics, Visitors Center, and City Store.
- Assists in monthly and yearly inventory reconciliations, ensuring accurate tracking and reporting.
- Assists with the maintenance and reconciliation of various expenditure ledgers, including capital project expenditures and state/federal grant expenditures.
- Prepares and assist with monthly and yearly balance sheet reconciliations.
- Supports the preparation of monthly and yearly financial reports, charts, and supporting schedules.
- Assists in the examination of financial records for accuracy and completeness.
- Monitors certain routine transactions and account balances, investigates any variances and discrepancies
- Provides excellent customer service in all communications with the public, responding to inquiries and resolving issues in a timely and professional manner.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities: Must have the ability to communicate clearly and effectively, both verbally and in writing, to include active listening to articulate information in a way that customers can easily understand. Proficient in accounting information systems. High proficiency in Microsoft Office applications, particularly Microsoft Excel and Microsoft Word. Strong analytical skills and attention to detail. Ability to work independently as well as part of a team. Ability to manage multiple tasks and meet deadlines. High level of professionalism and integrity. Strong problem-solving skills and the ability to investigate discrepancies effectively. Must be a TEAM PLAYER, willing to collaborate and support colleagues across various departments. Ability to maintain confidentiality and handle sensitive financial information.

Minimum Training and Experience: Bachelor's degree in Accounting or related field and 3-5 years of experience in an accounting-related position or any combination of education and experience that provides the required knowledge, skills and abilities. Experience in public or governmental accounting a plus. Must possess a valid South Carolina driver's license.

Deadline to Apply: **Open until filled**

Apply online at www.sumtersc.gov or

mail resume with cover letter along with application to:

City of Sumter Human Resources

21 N. Main Street

Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration. This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.