



Town of Surferside Beach ♦ Job Description

**Job Title:** Finance Assistant/Receptionist  
**Department:** Finance  
**Salary Grade:** D  
**Prepared Date:** December 18, 2017

**Reports to:** Finance Director  
**FLSA:** Non-Exempt  
**Salary Range:** \$27,997 - \$39,850

### Summary

This full time position performs numerous financial functions related to cash collections, accounts payable, general accounting, fixed assets and accounts receivable review in accordance with town ordinances and policies. The person in this position must be a self-starter and be able to work independently. Cross-training in all areas of the department is required. This position will also assist with special projects as assigned.

### Job Duties

This position will perform accounting functions in a small finance department serving a municipality.

- Front desk reception responsibilities
- Cash collections
- Assist with accounts payable
- Accounting of fixed asset purchases, disposals, depreciation, and reconciliation
- Assists with month-end closing and account balancing
- Assists Finance and Administration personnel as needed on special projects as requested

### Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

### Physical Demands

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

- To talk and hear, sit, stand, walk climb, balance, and stoop, kneel, crouch, and/or crawl.
- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Lift and/or move up to 25 pounds.
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### Qualifications

Associates Degree with 2 years accounting experience will be considered.

Bachelors' Degree with accounting concentration and experience in an accounting office environment desirable.

Excellent computer skills to include Microsoft Office Suite and job-related software.

Skills to operate standard office equipment.

Excellent written and oral customer service and communication skills.