



Horry County Solid Waste Authority, Inc.

"Protecting Tomorrow's Environment Today"

February 20, 2019

Michael H. Hughes
Chairman

Bo Ives
Vice-Chairman

J. Michael Campbell
Secretary

Pam J. Creech
Treasurer

Samuel T. Johnson, Jr.

W. Norfleet Jones

Carl H. Schwartzkopf

Danny Knight
Executive Director

JOB VACANCY

ACCOUNTANT

Entry Level Salary: \$33,666

Maximum Salary: \$58,915

FUNCTION

Under limited supervision, performs a variety of specialized duties in order to maintain accounting and financial records for the Solid Waste Authority; ensures that all records are accurate and properly prepared for outside audit. Reports to the Accounting Supervisor.

EXAMPLES OF WORK PERFORMED

- Performs computer entry of various information.
- Reconciles multiple general ledger accounts to include; account receivables, health insurance accounts, investment accounts, as well as returned checks.
- Performs duties necessary to maintain accounts receivable accounts.
- Reviews, prepares, and posts general ledger entries from accounts receivable.
- Reviews and logs requisitions and accounts payable invoices in budget books.
- Maintains all property insurance.
- Prepares proposals/bids for review, advertising, mailing, and maintaining permanent files of process.
- Assists in generating monthly board reports to include Statement of Net Assets, Income Statement, and Revenue Reports.
- Strong analytical computer skills; able to develop various spreadsheets, documents, and reports to disburse financial information to managers.
- Prepares checks for deposit and makes necessary journal entries.
- Performs related activities to include backing up the accounts payable area, making adjustment to outgoing shipment data, providing relief at the scale house, and other related activities as assigned.

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Conway, South Carolina
29528-1664
Tel: 843-347-1651
Fax: 843-347-3653

- Responds to information requests during audits and pulls requested information.

Job Vacancy

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- Generally assists Accounting Supervisor with special projects and research.
- Performs other duties as required.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled in interpersonal relations.
- Ability to operate personal computer and utilize various software packages including but not limited to Microsoft Word for Windows, Microsoft Excel, Great Plains Dynamics, etc.
- Ability to utilize a variety of office equipment including typewriter, calculator, fax machine, copier, etc.
- Ability to exert up to ten pounds of force.
- Must be able to lift/carry up to twenty pounds.
- Ability to follow oral and written instructions.

MINIMUM EDUCATION AND EXPERIENCE

- Requires a Bachelors degree in accounting with a minimum of three to five years of experience in accounting; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Valid South Carolina Drivers License.

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLY AT THE SOLID WASTE AUTHORITY EXECUTIVE OFFICE, 1886 HIGHWAY 90, CONWAY, SC 29528-1664 OR AT CONWAY JOB SERVICE.