



Job Title: Accountant II- Accounting Services

Supervisor: Accounting Officer

Terms of Employment: 246 days

Job Summary:

To maintain accurate and current accounting of assigned District accounts consistent with the State and/or Federal prescribed system and with generally accepted accounting principles.

Essential Duties:

1. Responsible for the accounting and budgeting of assigned Special Revenue & ELA projects.
2. Responsible for preparation of claim forms, budget reports, and necessary amendments for assigned funds.
3. Prepares and/or reviews all assigned fund journal entries, budget transfers and treasurer receipts for data entry.
4. Monitors personnel and non-personnel expenditures for compliance with grant guidelines/regulations.
5. Monitors and reconciles budget variances by grant/project.
6. Maintains complete files on each project to include applications, expenditure reports, revenue recaps, project amendments, and other applicable correspondence.
7. Prepare reimbursement reports for each project on a timely basis as determined by Horry County Schools and the State Department of Education.
8. Reconciles reimbursement reports to the general ledger on a regular basis.
9. Responsible for budget development of assigned funds.
10. Assists in administering a program of financial reporting for special funding provided to the District.
11. Serves as direct contact for program/budget center managers for assigned funds.
12. Responsible for monthly reporting to program/budget center managers for assigned funds.
13. Assist project coordinators/managers in amending projects and interpreting financial data.
14. Provides program coordinators/managers information concerning grant approval, account numbers, and accounting guidelines.
15. Schedules regular meetings with project coordinators/managers to review financial information related to projects.
16. Notifies project coordinator/managers and Accounting Officer of any over-expenditure or unallowable expenditure within the project.
17. Assists external auditors by providing technical assistance, revenue and expense analysis, special schedules for various sub-programs and participates in various audit conferences.
18. Assists the Accounting Officer in the preparation of the quarterly financial statements presented to the Board of Education.
19. Assists in the Preparation of the CAFER



20. Assists in the preparation of the maintenance of Effort report required for Title I.

Other Duties:

Assume other responsibilities as assigned..

Job Specifications:

Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Accounting Officer or Chief Financial Officer.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelor of Science degree with Major course work in Accounting or Business Administration required.
2. Four (4) years of accounting experience in a school system, other governmental agency, or large organization.
3. Knowledge of computer application as related to specific job functions, including a basic knowledge of computerized accounting systems.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and



- Speak in audible tones so that others may understand clearly in person and on the telephone.

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 203

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025