

Admin & Finance Departments

Functions & Descriptions

Accounting:

Responsible for all financial accounting and reporting, budget preparation, purchasing, revenue collection; human resources, payroll, accounts payable, bank accounting and internal auditing,

Administers policies and procedures pertaining to financial matters.

Prepares monthly financial statements for all funds

Conducts analysis and independent research on accounting issues for the city council and other city departments as required.

Processes Claim for Refund of Excise Taxes

Request for Manufacturer's Reimbursement & Homestead Tax Exemption Programs

Reconciles approximately eight bank accounts to the ledger

Processes insufficient funds checks,

Accounts for unclaimed funds according to the State according to escheat laws

Prepares and inputs all Journal entries into accounting system for recording monthly activity as well as correcting entries.

Maintains spreadsheets detailing debt service and long-term debt activity. Monitors activity to ensure all debt is paid according to schedule and properly accounted for.

Administers city grants, which includes ensuring grants are properly accounted for, according to grant specific requirements and federal and state guidelines and making certain claims are properly submitted to grantor agency.

Monitors deferred revenue accounts to ensure revenues are recorded in the proper period.

Monitors major sources of City revenue, such as property taxes, franchise fees and state shared revenues, to ensure collection and proper accounting. Reconciles these revenues to general ledger utilizing spreadsheets

Maintains capital asset activity, including recording asset additions and deletions into the capital asset accounting system and preparing worksheets for annual reporting purposes.

Accounts for construction in process on major capital asset projects.

Analyzes general ledger accounts for accuracy

Monitors and reconciles liability accounts in all funds.

Assists other city departments with issues such as grant administration, account coding of invoices and cash receipts, and budgetary balances.

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Reporting Functions:

Prepares annual CAFR (Comprehensive Annual Financial Report) and ensures that the city's financial statements are presented in accordance with GAAP.

Annual Municipal Financial Report State of South Carolina

Annual Report to Office of State of South Carolina Treasurer – Report on Local Government Debt.

Solid Waste Management Services Total Cost Report

Prepares 1099's in accordance with local, state and federal regulations;

Prepares annual IRS form 990 tax return for Mauldin Foundation and Cultural Center Foundation

Prepares various financial analysis and reports as required.

Cash Management;

Monitors weekly and daily cash balances in main bank and investment accounts. Transfers funds as needed to obtain highest interest rates while maintaining investment security.

Administration:

Answers in-coming calls for all City Hall main numbers and routes callers or provides information as required. Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Puts information on cable channel & website; Sorts and distributes mail; Advertises job openings & Advertise for RFP/Bids

Vehicle Insurance: Add newly purchased vehicles on to insurance and maintains files with title information. Fill out form 400 and title for DMV.

Responsible for backup procedures on accounting system server.

Assists outside auditors during annual audit

Responsible for grant administration and record keeping for the Mauldin Foundation; files required documentation for the year round senior program, Challenger Program, as well as a summer program. Accumulates invoices for respective programs, files claims for reimbursement and ensures that all funds received are credited to the correct accounts.

Accounts Payable Functions:

Processes all invoices; sends invoices to required departments for approval and purchase orders. Processes and posts accounts payable transactions to the City's general ledger; prepares voucher reports pertaining to automated and manual checks; prepares detailed check registers for files; prepares and balances accounts payable posting register on a monthly basis. Prepares purchase orders when requisition has been approved and files all invoices.

Maintains and monitors proper use of all city credit cards and related records;

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Municipal Clerk Duties:

Assists City Administrator to drafts resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records. Assists in the preparation of ordinances as directed. Assists with filing ordinances and resolutions of the council and helps to oversee the codification of ordinances into the municipal code. Maintains and updates city code book. Attests and places seal of city on contracts and bonds.

Per South Carolina law, acts as custodian of records and keeps an extensive filing system. Maintains deeds and easement files.

Responsible for petitions for election of mayor and council. Collects petitions for referendum and files with Voter Registration. Works with Voter Registration to coordinate polling places and set up special elections.

Prepares and distributes and advertises agendas, materials, verbatim minutes and records of meetings. Sets up an annual calendar of all meetings. Prepares a weekly synopsis.

Serves as public contact for Freedom of Information requests and city records information. Maintains and responds to Freedom of Information Act requests and files.

Types Council Member's and Mayor's correspondence; make reservations and travel arrangements for meetings, seminars, and conventions; keeps Mayor's calendar and schedules appearances.

H/R & Payroll Functions

Processes the City's payroll.

Processing new employees; Put new employee information into payroll module as well as deductions. Calculate merit raise amounts, create employee evaluation letters.

Receives and processes information pertaining to the City's health insurance program for new hires, retirees, COBRA recipients, survivors and current employees.

Holds and attends employee insurance classes; assists employees with insurance-related questions

Participate in salary studies

Schedules physical and drug tests for new employees

Makes appointments for employee worker's comp doctors

H/R Reporting Functions:

Monthly reports- to State Retirement System

Quarterly reporting to IRS- 941,

State Income Tax,

Employment Security Commission Reporting

Worker's comp- First Report of Injury reports send bills to WC- follow up with Companion Insurance

Liability Insurance- Accident reports and follows up with estimates.