



Invites applications for the position of: **ACCOUNTING MANAGER/GRANT ANALYST**

OPENING DATE: 11/4/2020

JOB TITLE: Accounting Manager/Grant Analyst

JOB TYPE: Full-Time w/ benefits

CLOSING DATE: 12/11/2020 11:59 AM

JOB LOCATION: Sumter, South Carolina

SALARY: \$46,000 – \$52,000

*Commensurate with qualifications & experience

APPLICATION PROCEDURES:

- All applicants must **fully complete the on-line application** to include all current and previous work history and education.
- A **resume is also required but will not be accepted in lieu of a completed application** nor will it be used to determine if an applicant has met the qualifications for the position.

JOB SUMMARY:

Overall responsibility is to assist the Finance Department Chief in maintaining accurate, current financial records for the agency's funds in accordance with the agency's policies and state and federal regulations. For full details and application form, go to: <http://www.santeelynchescog.org/employment-opportunities>.

OVERVIEW:

We are looking for a very motivated individual with strong attention to detail, high analytical skills, high intellectual curiosity and a love of accounting. We need someone who loves a challenge and relentlessly pursues excellence. We need someone who is very skilled at finding the hidden trends that lie just beneath the surface. Additionally, on a regular basis you will also assist in preparation of financial statements for internal and/or external users, to included budget-to-actual reports and financial projections. Of note, there will be no loan processing in this position.

Having the skills listed above is necessary, but not at the top of our list. First and foremost, you must be a good cultural fit! Our culture is collaborative, explorative, innovative, and inclusive. We value diversity and everyone has a voice. We actively destroy silos, openly share across all departments and most importantly we believe people are our #1 resource. If you are not of the same mindset, you need not apply.

Truth-in-Lending: This position is not for someone who wants to coast. You will be expected to hit the ground running and figure things out **VERY** quickly. Managing and overseeing federal and state grants is VERY different from traditional financial accounting. There is a LOT of nuance! Lastly, in our line of work, you will never get rich, but we do very meaningful work, have a great workplace environment, we have fun while getting the job done, and we take care of our staff.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Education:

Bachelor's degree in accounting or business administration from an accredited university or college.

Experience:

- 1) At least 5 years of relevant work experience
- 2) Proven experience analyzing budgets for trends
- 3) Highly proficient with Microsoft Excel
- 4) At least 3 years of supervising staff
- 5) Must possess a valid state-issued driver's license

The following standards express the minimum background of training and experience to show evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

DESIRED TRAINING AND EXPERIENCE:

Education:

Government Finance Officers Association (GFOA) Certification or equivalent

Experience:

- 1) Previous experience at a COG or planning district
- 2) Previous experience managing federal grants
- 3) Knowledge and experience with OMB 2 CFR 200, GAAP, and GASB pronouncements

NOTE: The Executive Director reserves the right to select a combination of the above criteria which establishes a level of competency to satisfactorily meet the requirements of the position.

SUBMIT COMPLETED APPLICATION PACKET VIA EMAIL TO: Ashley Walker: awalker@slcog.org, Attention: Rachel Katorkas

Santee-Lynches Regional Council of Governments is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SLRCOG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS

JOB TITLE: Finance Manager
DEPARTMENT: Finance

JOB STATEMENT:

Under general supervision from the Finance Department Chief, undertakes a variety of financial tasks requiring an understanding of the agency's policies, budget, programs, and systems. Exercises reasonable judgment in performance of financial duties and maintains absolute confidentiality as warranted.

Must be an action-oriented interdependent team player who values excellence and service to others.

JOB DUTIES:

- Overall responsibility is to assist the Finance Department Chief in maintaining accurate, current financial records for the agency's funds in accordance with the agency's policies and state and federal regulations. Assist in maintenance of agency's fund accounting system which includes reporting for each grant or contract.
- Have a strong working knowledge of and act as a back-up for all other Finance Department functions, including payroll and accounts payable.
- Assist in preparation of management reports and/or financial statements for internal and/or external users, as required. This includes budget-to-actual reports, financial projections, financial analysis, etc.
- Prepare assigned fiscal program reports, contract and grant reports and necessary supporting documentation, compiling necessary records and submitting required reports in a timely manner to the Finance Dept. Chief for review before submittal to granting agency. This specifically includes the monthly WIOA Financial Status Reports in addition to any others assigned by the Finance Dept. Chief.
- Perform regular, periodic internal audits/quality control reviews of the agency's financial records and internal controls, bringing any issues found to the attention of the Finance Dept. Chief in a timely manner. Document and prepare report on the quality control reviews.
- Coordinate performance of periodic on-site fiscal review/monitoring of provider agencies within Health & Human Services programs and others as assigned.
- Assist in maintenance of Finance Department's operations manual and updating of procedures/instructions of department processes as changes occur.
- Assist in closing the books at the end of the fiscal year, preparation for audit, and preparation/review of tax returns.
- Assist in timely preparation of accounts receivable invoices, payment requests, and/or requests for drawdown of grant funds.
- Assist Finance Dept. Chief in review of accounts payable vouchers (payment authorizations).
- Perform necessary variance and other accounting analysis to identify and resolve any discrepancies or gaps.
- Collect, interpret and review financial data to predict and identify trends, providing analysis to and advising the Finance Dept. Chief, and other staff as needed. Potential long-term impacts, as well as short-term impacts, should be included in the analysis.
- Perform cost analysis and recommend process improvements for cost-effectiveness.
- Develop best practices to enhance operational performance and productivity.
- Work with Finance Dept. Chief to develop strategies to minimize risk.
- Perform other duties as assigned by the Finance Department Chief.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) pronouncements
- Experience utilizing complex fund accounting software
- Advanced knowledge and skill in Excel
- Ability to manage finances of multiple grants, contracts, and projects, to include:
 - Tracking and analyzing expenditure and obligation rates
 - Tracking and analyzing indirect costs
 - Projecting expenditure levels
 - Preparing reports for granting agencies

- Talent for creative problem solving with a positive attitude
- Demonstrated ability to use technology to streamline processes and financial analyses
- Capable of exercising sound judgment when handling confidential information
- Ability to learn quickly
- Ability to effectively manage numerous deadlines and concurrent projects
- Ability to think and work in a fast-paced environment that requires handling multiple tasks at a given time and rapidly adapting to changing priorities, schedules and budgets
- Excellent organizational and computer skills; self-motivated and goal-oriented; ability to facilitate team effort as well as ability to work independently; customer-oriented attitude; excellent written/oral and interpersonal communication skills; strong work ethic; and willingness to learn and improve in all aspects of the position

Minimum Required Education and Experience: Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

Education:

- Bachelor's degree in accounting or business administration from an accredited university or college.

Experience:

- At least 5 years of relevant work experience
- Proven experience analyzing budgets for trends
- Highly proficient with Microsoft Excel
- At least 3 years of supervising staff
- Must possess a valid state-issued driver's license

NOTE: The Executive Director reserves the right to select a combination of the above criteria, which in his opinion, establishes a level of competency in the individual to satisfactorily fill the position.

Desired Education and Experience:

Experience:

- Previous experience at a COG or Planning District
- Previous experience managing federal and/or state grants
- Knowledge of regulations, policies, and procedures which apply to governmental accounting, finance, and federal awards, including, but not limited to OMB 2 CFR 200, Generally Accepted Accounting Principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) pronouncements

Education:

- Government Finance Officers Association (GFOA) Certification or equivalent

This company reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".