



**INVITES APPLICATIONS FOR THE POSITION OF:
ACCOUNTANT/GRANT ANALYST**

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OPENING DATE: August 10, 2020

CLOSING DATE: August 28, 2020 at 11:59pm

JOB TITLE: Accountant/Grant Analyst (Finance Coordinator II)

JOB LOCATION: Sumter, South Carolina

JOB TYPE: Full-Time with benefits

SALARY RANGE: \$38,000 - \$42,000

*Commensurate with qualifications & experience

AGENCY SPECIFIC APPLICATION PROCEDURES:

ONLY COMPLETE applications will be accepted and processed for consideration and must include the following:

- Cover letter
- Tailored resume
- Resume must CLEARLY AND IN DETAIL describe your experience as it relates the required experience
- Resume must CLEARLY AND IN DETAIL show you can perform the required Knowledge, Skills and Abilities (KSAs)
- Resume must CLEARLY show your progressive experience in leading and managing people to accomplish excellent results

JOB SUMMARY: For complete job description and requirements visit:

<http://www.santeelynches.cog.org/employment-opportunities>

OVERVIEW: We are seeking a highly motivated self-starter who thinks on their feet and is excited by the challenge of problem-solving. We are also seeking a highly intellectual go-getter who will proactively bring ideas to the table.

Having a solid background in finance and proficiency at analyzing data for hidden trends are necessary skills, but, first and foremost, you must be a good cultural fit! Our culture is diverse, and everyone has a voice. We are collaborative, explorative, and innovative and we believe people are our #1 resource.

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. We manage multiple federal and state grants, and this type of financial work is VERY different from traditional financial accounting. Lastly, in our line of work, you will never get rich, but we do very meaningful work, have a great workplace environment, and have fun while getting the job done.

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 3 years of relevant work experience
- Proven experience analyzing budgets for trends
- Highly proficient with Microsoft Excel
- 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 establishes a level of competency in the individual to satisfactorily fill the position.

Preferred 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

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.

SUBMIT COMPLETED APPLICATION PACKET VIA EMAIL, FAX OR REGULAR MAIL TO:

awalker@slcog.org; (803)773-9903 – Fax

**Santee-Lynches Regional Council of Governments
Administrative Department, Attn: Ashley Walker
2525 Corporate Way, Suite 200
Sumter, South Carolina 29154**



SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS

JOB TITLE: Accountant/Grants Analyst (Finance Coordinator II)
DEPARTMENT(S): Finance

JOB STATEMENT:

Under direct supervision of the Finance Manager and general supervision of the Finance Department Chief, undertakes a variety of financial tasks requiring an understanding of the agency's policies, budget, programs, and systems. Exercises good judgment in performance of financial duties.

JOB DUTIES:

- Overall responsibility is to assist the agency's Finance Manager and 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.
- Payroll
- Accounts Receivable
- Financial Reports for Aging Programs:
 - Review, correct and compile monthly financial reports from aging services providers.
 - Prepare payment requests, track and analyze of trends
 - Assist, as needed, with data input and review and assist in verifying and maintaining accuracy of records in the client information management software.
 - Assist as needed with periodic on-site fiscal review/monitoring of provider agencies within HHS programs and others as assigned.
- Ensure appropriate tagging, tracking and inventory of agency's capital assets.
- Assist in compiling internal reports of budget to actual expenses for internal management use.
- Assist Finance Dept. Chief and/or Finance Manager with any monthly, quarterly, semi-annual, and annual grant reporting,
- Perform other duties as assigned by the Finance Department Chief.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding and experience with governmental accounting
- Advanced knowledge and skill in Excel
- Ability to analyze and interpret complex financial data and reports.
- Ability to establish and maintain effective working relationships with others
- Capable of exercising sound judgment when handling confidential information
- Ability to learn quickly and 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
- Talent for creative problem solving with a positive attitude
- 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 3 years of relevant work experience
- Proven experience analyzing budgets for trends
- Highly proficient with Microsoft Excel
- 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.

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".