

JOB TITLE: Finance Specialist

created 8-5-2025

DEPARTMENT: Finance

JOB SUMMARY: Overall responsibility is to assist the Finance Director in maintaining accurate, current financial records for the agency's funds in accordance with the agency's policies and state and federal regulations. This position is responsible for preparing payroll and payroll related payments and reports, reviewing contractor reports, preparing draw requests for grants, and assisting the Finance Director in preparing budgets, financial reports, and analysis.

JOB DUTIES: The overall responsibility is to assist the agency's Finance Director 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 the agency's fund accounting system which includes reporting for each grant or contract.

Financial Reports for Health and Human Services (HHS) grants:

- Review, correction, and compilation of monthly financial reports for the agency's Health & Human Services(HHS) Department. This may include review and reconciliation of service provider reports and internal reports with the client information management software; preparation of payment requests for all HHS grants; tracking and analysis of trends and budgets; etc.
- Assist, as needed, with data input and review and assist in verifying and maintaining accuracy of records in the client information management software.
- Coordinate and perform periodic on-site fiscal review/monitoring of provider agencies within HHS programs and others as assigned.
- Assist in compiling internal reports of budget to actual expenses for internal management use

Additional Financial Duties:

- Assist Finance Director with any monthly, quarterly, semi-annual, and annual grant reporting, requests for payment and other reporting as required.
- Assist in closing the books at the end of the fiscal year and preparation for audit.
- Possess a working knowledge of and act as a back-up for all other Finance Department functions, including accounts payable and preparation of monthly financial reports for Workforce Development grants.
- Assist in maintenance of the Finance Department's operations manual by updating procedures/instructions of department processes as changes occur.
- 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 Director, 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.

Payroll:

- Prepare semi-monthly payroll and related payments and records and post to general ledger.
- Assume lead role in initiating direct deposits.
- Prepare payroll-related payments and reports, including federal and state tax returns, monthly and quarterly SC Retirement System reports, monthly reconciliation and payment of insurance benefits and deductions, and others as required.
- Review timesheets to ensure accuracy and compliance with agency policies and state and federal regulations.
- Update employee information and deductions as changes are needed.
- Reconcile general ledger with regard to payroll transactions.
- Maintain payroll records and files. Work in conjunction with staff managing human resources to ensure both the official personnel records and the payroll files are complete and accurate.
- Process and post cost allocations each month.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Be highly proficient in Microsoft Excel
- Understanding and experience with fund accounting
- 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 independently.
- 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.
- Talent for creative problem solving.
- Excellent organizational and computer skills; self-motivated and goal-oriented; ability to facilitate team efforts 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.
- Self-Management/Planning/Organizing - Requires excellent organizational and time management skills; must be able to prioritize and reprioritize work activities as required independently; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans; meets filing and other internal/external deadlines
- Quality Management - Look for ways to continuously improve and promote quality; demonstrate accuracy and thoroughness

EDUCATION AND EXPERIENCE REQUIRED:

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.

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

- Bachelor's degree in accounting or business administration from an accredited university or college or related field
- Or four or more years of professional-level work experience in accounting.
- Highly proficient with Microsoft Excel

DESIRED EDUCATION AND EXPERIENCE:

- 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

****This organization reserves the right to modify, interpret or apply this job description in any way the organization 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". ***