

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/11/17

CLOSING DATE: 10/18/17 (4:30 PM)

SCDC INTERNAL TITLE: ACCOUNTANT SCDC POSITION #: 017389
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: FINANCIAL ACCOUNTING, COLUMBIA (RICHLAND)

STATE JOB TITLE: ACCTNT/FISCAL ANALYST I STATE JOB CLASS: AD20
PAY BAND/LEVEL: 04 D
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 030363 - \$ 039201 SCEIS POSITION #: 61016644

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELATED FINANCIAL EXPERIENCE. A BACHELOR'S DEGREE WITH MULTIPLE ACCOUNTING COURSES MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE.

A HIGH SCHOOL DIPLOMA AND FOUR (4) YEARS RELATED FINANCIAL EXPERIENCE. A BACHELOR'S DEGREE WITH MULTIPLE ACCOUNTING COURSES MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE.

DESCRIPTION OF DUTIES:

MANAGES ACCOUNTS RECEIVABLE SYSTEM, SUPERVISES CASH RECEIPTS SYSTEM WHICH INCLUDES CONTRACTED SERVICES FOR INMATE TRUST FUND. AUDITS GENERAL ACCOUNTING TRANSACTIONS FOR ACCURACY IN RECORDING/REPORTING; VERIFIES ACCOUNTING CODES FOR ALL REFUNDS, REIMBURSEMENTS AND REVENUES; BALANCES & PREPARES DAILY GENERAL ACCOUNTING BANK DEPOSITS; PREPARES DOCUMENTATION AS REQUIRED BY THE STATE TREASURER'S OFFICE; MAINTAINS INVENTORY CONTROL OF POSTAGE AND MEAL TICKETS AS ALLOCATED FOR EACH INSTITUTION; ASSISTS AS NEEDED IN THE OPERATION OF GENERAL ACCOUNTING SECTION AS A SUPPORT PERSON FOR RECEIVING AND PAYROLL DISTRIBUTION.

COMMENTS:

MUST SUBMIT RESUME WITH APPLICATION.
MUST PROVIDE A RESUME