

**SC DEPARTMENT OF CORRECTIONS**

**-JOB POSTING NOTICE (EOE)-**

OPENING DATE: 07/14/17

CLOSING DATE: 07/21/17 (4:30 PM)

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SCDC INTERNAL TITLE: ACCT/FISC MGR I SCDC POSITION #: 011720  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0830 AM - 0430 PM  
LOCATION: FINANCIAL ACCOUNTING, COLUMBIA (RICHLAND)

STATE JOB TITLE: ACCTNT/FISCAL MGR I STATE JOB CLASS: AD28  
PAY BAND/LEVEL: 07 A  
BAND: 07 SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE: \$ 048622 - \$ 062808 SCEIS POSITION #: 61016637

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE WITH ACCOUNTING COURSES AND PROFESSIONAL  
EXPERIENCE IN A RELATED AREA SUCH AS ACCOUNTING, AUDITING,  
BANKING OR FINANCE.

A BACHELOR'S DEGREE WITH ACCOUNTING COURSES AND FIVE (5) YEARS  
PROFESSIONAL EXPERIENCE IN A RELATED AREA SUCH AS ACCOUNTING, AUDITING  
BANKING, FINANCE, AND SCEIS

DESCRIPTION OF DUTIES:

RESPONSIBLE FOR MONITORING ALL EDUCATION FUNDS TO ENSURE ACCURACY AND  
APPROPRIATE RECORDING OF REVENUE AND EXPENDITURES. DEVELOP EDUCATION  
FINANCIAL REPORTS FOR BOARD MEETINGS AND OTHER MANAGERIAL PURPOSES.  
ASSIST WITH GRANT APPLICATIONS; ENSURE TIMELY REPORT FILING, ACCURACY  
IN REVENUE AND EXPENDITURE FILING AND COMPLIANCE WITH GRANT  
REGULATIONS. REVIEW STATE STATUTES AND OTHER STATE/FEDERAL REGULATIONS  
AS THEY RELATE TO PUBLIC EDUCATION FINANCE. PREPARE BUDGET FOR ALL NEW  
AND CONTINUING GRANTS, AS WELL AS SUPERVISE THE WORK OF THE GRANT  
ACCOUNTANTS. SUPERVISE FUNCTIONS OF GENERAL ACCOUNTING SECTION TO  
ENSURE ALL RECEIVABLES ARE PROPERLY RECORDED. SUPERVISES THE BANK  
RECONCILIATION SECTION TO ENSURE ALL RECONCILIATIONS ARE PREPARED  
TIMELY AND ACCURATELY. ASSIST IN THE PREPARATION OF REPORTING  
PACKAGES. SUPERVISE THE FIXED ASSET PROPERTY CONTROL SECTION. DUAL-  
SUPERVISION OVER THE EDUCATION ACCOUNTANT.

COMMENTS:

\*\*\*\*\*MUST SUBMIT RESUME WITH APPLICATION\*\*\*\*\*