

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 06/21/18

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: ACCOUNTING MGR - PI

SCDC POSITION #: 016258

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM

LOCATION: INDUSTRIES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: ACCTNT/FISCAL MGR I

STATE JOB CLASS: AD28

PAY BAND/LEVEL: 07 B

BAND: 07

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 050571 - \$ 065310 SCEIS POSITION #: 61016807

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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.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE WITH ACCOUNTING COURSES AND FIVE (5) YEARS PROFESSIONAL EXPERIENCE IN A RELATED AREA INCLUDING TWO (2) YEARS OF COST ACCOUNTING EXPERIENCE AND TWO (2) YEARS SUPERVISORY RESPONSIBILITY. KNOWLEDGE OF SAP/SCEIS SOFTWARE AND INVENTORY/AUDIT PROCESSES A PLUS.

DESCRIPTION OF DUTIES:

PERFORMS MANAGERIAL & PROFESSIONAL DUTIES IN ACCOUNTING, BUDGETING & FINANCE. WITH MINIMAL SUPERVISION, PROVIDES ACCOUNTABILITY OF INDUSTRIES REVENUE GENERATED FUNDS (APPROXIMATELY \$22 MILLION) & EXPENDITURES ACCORDING TO GENERALLY ACCEPTED ACCOUNTING PRINCIPLES. SUPERVISES INDUSTRIES' ACCOUNTING/FISCAL MANAGEMENT SECTION. REVIEWS ALL FUND TO ENSURE ACCURATE RECORDING. MONITORS FISCAL BUDGET ACTIVITY TO ENSURE COMPLIANCE. ASSISTS PLANT MANAGERS WITH REQUEST PREPARATIONS & THE AVAILABILITY OF FUNDS. DIRECTS THE DEVELOPMENT, PREPARATION & COMPILATION OF ALL FINANCIAL DATA FOR STATE/FEDERAL REPORTING, FINANCIAL MEETINGS & MANAGERIAL STAFF. RESPONSIBLE FOR OVERSEEING THE SEMI-ANNUAL INVENTORY FOR ALL PROGRAMS. ENSURES DIVISION AND MANUFACTURING PLANTS ADHERE TO GENERALLY ACCEPTED ACCOUNTING PRACTICES.

\* OCCASIONAL TRAVEL & INSTITUTIONAL VISITS REQUIRED \*

COMMENTS: