



STATE OF SOUTH CAROLINA
**Lieutenant Governor's
Office**

1301 Gervais Street Suite 350
Columbia, SC 29201

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Accounting/Fiscal Analyst III**

An Equal Opportunity Employer

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OPENING DATE: 07/30/14

CLOSING DATE: 08/14/14 11:59 PM

JOB TITLE: Accounting/Fiscal Analyst III

CLASS CODE: AD25

POSITION NUMBER: 60008421

SLOT NUMBER:

STATE SALARY RANGE:

\$3,225.25 - \$5,967.33 Monthly
\$38,703.00 - \$71,608.00 Annually

AGENCY HIRING RANGE - MIN: \$37,945.00

AGENCY HIRING RANGE - MAX: \$54,074.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Only online applications will be accepted. Resumes will not be accepted in lieu of state application. ***This is a re-posting of this position. Please re-apply if you are still interested.

JOB RESPONSIBILITIES:

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Serves as the agency Accounts Payable/Accounts Receivables Supervisor, Payroll Administrator, Procurement Coordinator, and Human Resources Liaison for the Lieutenant Governor's Office On

Aging.

Serves as the Accounts Payable/Accounts Receivables Supervisor to include functions as: operational accounts, grant payments, agency travel and interdepartmental transfers, purchase orders, and motor pool. Reviews, enters, and approves invoices and payment requests upon receipt for accuracy. Contacts vendors and/or the Comptroller General's Office to resolve any errors.

Serves as the agency Payroll Administrator. Processes payroll in accordance with Comptroller General Schedule. Responsible for evaluating missing time for non-exempt employees, time not approved by supervisors, or unrecorded time. All payroll functions and documents are processed and maintained in compliance with federal and state policy and procedures.

Serves as Cash Draw/Revenue Administrator. Deposits and clears checks received using SCEIS. Draws Federal Revenue to assure funding availability and to avoid having excess funds on hand using the Federal PMS website and clear cash via SCEIS as required by the STO. Monitors the Budget vs Actual Report in SCEIS for the Bingo, PIP, and interest revenues and ensures the receipts are recorded properly in SCEIS. Requests funds from various grants on monthly and quarterly basis.

Serves as Reconciliation Coordinator. Monitors and reconciles grants quarterly for accuracy and compliance according to agency policy and procedures and Notice of Grant Awards. Ensures that the Grant Reconciliation spreadsheet is completed twice monthly after each payroll is posted to determine availability and accuracy of funds. Works closely with the Director and/or Fiscal Manager to resolve budget issues based on monthly, quarterly, and end of year reconciliation of grants.

Assists the Fiscal Manager with grants management to include; but not limited to, creation of budgets, appropriation transfers, and internal and external financial reports.

Creates, maintains, and monitors all Federal, State, and other programs budgets within SCEIS. Serves as a liaison between program staff and finance. Performs an annual complex calculation to issue multiple grant awards for planning regions based on census data. Monitors monthly drawdowns requests from planning regions for compliance with Federal, State, and agency terms and conditions. Tracks Grantee performance on a quarterly basis and as well as forecasting surplus/ deficits.

Other duties as required to include, but not limited to, participation in Lieutenant Governor's Office on Aging outreach events and partnering opportunities, and assists all staff members with overall mission and direction of the organization.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree in accounting, finance, business or related field and three (3) years of experience directly related in areas such as accounting, auditing, finance or commercial lending. Two (2) years of direct SCEIS experience in the Budgets, Payroll, Finance, Grants, and Travel modules are required.

Day and overnight travel both in and out of state are required.

PREFERRED QUALIFICATIONS:

The individual should have knowledge of relevant laws, regulations, policies and organizational functions. Must have the ability to establish and maintain effective relationships, analyze needs and resources to create solutions, communicate effectively both verbally and in writing. Knowledge of the principles, practices, theories and terminology of accounting, auditing, and financial management. Knowledge of federal grants accounting including the draw process. Ability to interpret and analyze financial data, records and reports. Ability to perform payroll process in compliance with federal and state laws.

ADDITIONAL COMMENTS:

Usually the job's functions are sedentary. Occasionally walking and standing are required along with the need to occasionally lift, carry, push and/or pull up to 20 pounds.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

1301 Gervais Street Suite 350
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Job #34891
ACCOUNTING/FISCAL ANALYST III
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Accounting/Fiscal Analyst III Supplemental Questionnaire

* 1. Do you have a bachelor's degree in accounting, finance, business or related field?

☐ Yes ☐ No

* 2. Do you have three (3) years of experience directly related to the areas of accounting, auditing, budgeting, finance or commercial lending?

☐ Yes ☐ No

3. If you answered yes to question #2, please describe your experience.

* 4. Do you have two (2) years of direct SCEIS experience in the budget, finance, grants, payroll, and travel modules?

☐ Yes ☐ No

5. If you answered yes to question #4, please describe your experience.

* 6. Day and overnight travel both in and out of state are required. Will you be available to travel?

☐ Yes ☐ No

* Required Question