

We are seeking a highly organized, motivated, detail-oriented team player who wants to make a positive difference in the world through helping communities. Our organization takes pride in being a highly respected regional partner. We consider ourselves a tide that raises all ships by adding value to others indiscriminately. We currently serve a 4-county region in South Carolina with approximately 223,000 people.

You have the opportunity be a part of a dynamic four-person finance team that supports a non-profit governmental agency that facilitates planning and project execution for work force development, care of the aging population, and multiple functions that support healthy and sustainable communities. You will accomplish this by performing all accounting functions to include maintaining fund accounting system, reporting, budget tracking, data entry and analysis, payroll, and accounts payable functions.

We pay competitive wages and offer a very generous employee benefit package.

Minimum Requirements: Working knowledge of fund accounting software; expert proficiency in Microsoft Excel and very proficient in Microsoft Word and PowerPoint. Must be able to multi-task easily and rapidly adapt to changing priorities, schedules and budgets.

Minimum Education and Experience Required: 4-year degree in accounting or business administration from an accredited university or college and three years relevant experience in a professional accounting position.

Salary Range: \$35,000-\$38,000.

Deadline to submit resume is Friday, July 20, 2018. **Send resume to Finance Coordinator II** by one of the following means: email to bminegar@slcog.org; fax 803.773.9903 or by mail to Santee-Lynches Regional Council of Governments, 2525 Corporate Way, Suite 200, Sumter, SC 29154. EOE

SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS

Revised 06/2018

JOB TITLE: Finance Coordinator II
DEPARTMENT(S): Finance

JOB STATEMENT:

Under direct supervision of the Finance Manager and general supervision of the Deputy Executive Director and Chief Financial Officer (CFO), undertake a variety of financial tasks requiring a general understanding of the Santee-Lynches Regional Council of Governments (SLRCOG) policies, budget, programs and systems. Exercises reasonable judgment in performance of financial duties.

Looking for an action-oriented interdependent team player who values excellence and service to others.

JOB DUTIES:

- Overall responsibility is to assist the SLRCOG's CFO and Finance Manager in maintaining accurate, current financial records for the SLRCOG's funds in accordance with SLRCOG's policy and state and federal regulations. Assist in maintenance of SLRCOG's fund accounting system which includes reporting for each Council grant or contract.
- Perform systematic backup of the agency's computerized accounting system.
- Assist as needed with review, correction and compilation of monthly aging program reports- this may include:
 - Monthly review and reconciliation of Aging client information system data entry and SLRCOG internal reports
 - Review and reconcile monthly aging service provider reports with Aging client information system Monthly Units of Service Reports (MUSRs)
 - Prepare internal monthly reports for Aging administrative and insurance counseling funds and related monthly payment requests
 - Run and review regional MUSRs and prepare monthly service payment requests
 - Prepare and provide monthly budget to actual expense report(s) to the Health and Human Services (HHS) Department Chief
 - Track and analyze HHS client assessment data for trend changes
- Function as Aging client information system administrator for the Area Agency on Aging (AAA) and contractors, to include technical assistance, troubleshooting and inquiries to Lt. Governor's Office on Aging (LGOA). Assist, as needed, with AAA data input and review and assist in verifying and maintaining accuracy of Aging client information system data.
- Assist with or perform preparation of payroll and related documents and schedules; tax withholding statements, FICA withholding and reports, SC Retirement System records and reports, group insurance deductions and payments, and other as required.
- Assist in compiling internal reports of budget to actual expenses for internal management use.
- Assist Finance Manager with any monthly, quarterly, semi-annual and annual grant reporting, requests for payment and other reporting as required.
- Act as a back-up for accounts payable processing, including documentation review and filing.
- Perform periodic quality control reviews of vendor files.
- Assist in maintenance of finance department's operations manual by updating instructions as changes occur for financial processes.
- Assist in closing the books and preparation for audit.
- Perform other duties as assigned by the CFO or Finance Manager.

EDUCATION AND EXPERIENCE REQUIRED:

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

EDUCATION: A four-year degree in accounting or business administration from an accredited university or college.

EXPERIENCE: A minimum of three years relevant experience.

NOTE: The Deputy Executive Director and CFO may, at her discretion, select a combination of the above, which, in her opinion, establishes a level of competency in the individual to satisfactorily fill the position.

REQUIRED COMPETENCIES:

- Must possess a strong customer-oriented attitude; excellent organizational and computer skills; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; strong work ethic, and willingness to learn and improve in all aspects of the position.
- Must have the ability to work in a fast-paced environment that requires handling multiple tasks at a given time and rapidly adapting to changing priorities, schedules and budgets.
- Must have cross-cultural sensitivity and value diversity.
- Must be an expert at using Microsoft Excel and very proficient using Microsoft Word and PowerPoint.
- Emotional Intelligence- Establishes and sustains trusting relationships by accurately perceiving and interpreting one's own and others' emotions and behavior in the context of office relationships and the relationships we have with our member governments; leverages insights to effectively manage one's own responses and reactions.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.
- Communications - Keeps others adequately informed; selects and uses appropriate communication methods.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Quality Management - Looks for ways to continuously improve and promote quality; demonstrates accuracy and thoroughness.

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- 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; organizes or schedules other people and their tasks; develops realistic action plans; meets filing and other internal/external deadlines.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.

DESIRED COMPETENCIES:

- Knowledge of governmental/non-profit fund accounting.
- Experience interpreting federal and state financial regulations.
- Experience auditing government agencies.

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

Finance Coordinator II: Finance