



STATE OF SOUTH CAROLINA
Department of Education

1429 Senate Street
Columbia, SC 29201

**INVITES APPLICATIONS FOR THE POSITION OF:
Accountant/Fiscal Analyst III - 61089475**

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OPENING DATE: 09/05/18

CLOSING DATE: 09/19/18 05:00 PM

JOB TITLE: Accountant/Fiscal Analyst III -
61089475

CLASS CODE: AD25

POSITION NUMBER: 61089475

SLOT NUMBER:

STATE SALARY RANGE:
\$39,960.00 - \$73,935.00 Annually

AGENCY HIRING RANGE -
MIN: \$39,960.00
AGENCY HIRING RANGE -
MAX: \$56,947.00

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:

Interested persons must complete a State Employment Application at www.jobs.sc.gov. Applications will not be accepted after the closing date. The South Carolina Department of Education does not accept faxed, mailed, or hand delivered applications.

JOB RESPONSIBILITIES:

The person in this position will analyze annual audits, accounting reports, financial procedures manuals, and other applicable documentation to determine the need for a fiscal declaration. Analyze Local Educational Agency (LEA) financial statements for minimum fund balance reserve requirement under Fiscal Practices Legislation. Generate official fiscal practices correspondence to LEAs declared in fiscal practices legislation. Review and approve and/or disapprove LEA Financial Recovery Plans. Visit and inspect districts under fiscal caution and fiscal emergency. Provide technical assistance and professional development to school districts tailored to their specific needs. Collect and maintain statewide database of LEAs on Fiscal Practices designation, complete year end Fiscal Practices Summary Report, and attend meeting(s) with district representatives regarding the South Carolina Department of Education (SCDE) Fiscal Practices guidelines. Plan and prepare the collection and compilation of data in response to legislative requests for financial and accounting information. Develop and foster implementation of internal control recommendations and best practices related to the fiscal integrity of school districts and the SCDE. Coordinate and prepare both standard and ad hoc reporting for state and federal compliance. Perform other related duties as assigned. This position is located in the Chief Finance Office.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree in accounting, finance, business or related field and professional experience directly related, such as accounting, auditing, finance or commercial lending.

PREFERRED QUALIFICATIONS:

A bachelor's degree in business administration or accounting and two (2) years of accounting experience or an associate degree in business administration or accounting and four (4) years accounting experience. Preferred experience in South Carolina school district finance, accounting, auditing or procurement.

ADDITIONAL COMMENTS:

ONLY THOSE APPLICANTS CHOSEN FOR AN INTERVIEW WILL BE NOTIFIED BY LETTER THAT THE POSITION HAS BEEN FILLED.

<http://ed.sc.gov/jobs/human-resources/title-ix-nondiscrimination/>