

STATE & FEDERAL GRANTS FINANCE COORDINATOR



COLUMBIA, SC

JOIN US IN OUR PURSUIT

The South Carolina Public Charter School District (SCPCSD) has one mission: to bring high quality, excellent education to the state through the creation and implementation of innovative & results-driven charter schools. We do this by working together as fierce education advocates who are fired up about kids and changing the landscape of education in South Carolina. The State & Federal Grants Finance Coordinator is a passionate, process driven and analytic minded person to work in partnership with the Director of Finance and the Director of State and Federal Programs to monitoring and maintaining of federal and state grants; recording, updating and reconciling information from schools; and providing instructions and/or accounting support to other personnel in accordance with established financial practices. The SCPCSD is a "Local Education Agency" for over 35 charter schools and has the responsibility of managing all state and federal grants for these autonomous charter schools.

WHAT YOU'LL DO

- Perform functions of grant financial administration and reporting to include, but not limited to preparation and timely submission of request for funds and required reports to the SCDE. Work with the South Carolina Department of Education (SCDE) to receive payments on behalf of SCPCSD schools.
- Review requests for funds submissions from SCPCSD schools to ensure completion, financial compliance and budgetary alignment. Create and maintain internal budget-to-actuals based on SCDE approved budgets.
- Serve as a liaison between federal programs team and finance team on issues regarding grants including; workflow of grants, securing required signatures and application completion checks.
- Provide technical assistance and training to schools on the request for fund process, and required year end financial reports.
- Track existing and upcoming grant opportunities and communicate relevant deadlines dates to SCPCSD schools and coordinate internal due dates.
- Complete maintenance of effort reports for all required federal programs
- Review amendment requests and ensure funds have not been reimbursed for the changes requested in the plan
- Complete required year-end, and mid-year requested financial reports for SCPCSD school grants, respond to audit verification requests and assist the Director of Finance in completing other monthly reconciliations.

WHO YOU ARE

SKILLS required to satisfactorily perform the functions of the job include: applying pertinent accounting codes, rules and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures using pertinent software: word, excel, and accounting software.

KNOWLEDGE required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; and computer skills.

ABILITIES required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Problem solving with data to independently interpret guidelines and when information is limited.

EDUCATION AND EXPERIENCE: Associate or Bachelor's degree in Accounting or a related field; minimum of 2 years of work experience in bookkeeping and/or accounts payable; grant fiscal management in a school, school district, or government preferred but not required.

HOW YOU'LL APPLY

Please submit any inquiries and/or a résumé & cover letter to **Paula Gray, Director of Human Resources, at pgray@socharter.org. Deadline for application: January 30, 2018.**

The South Carolina Public Charter School District is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its program & activities.