



STATE OF SOUTH CAROLINA
Department of Education

1429 Senate Street
Columbia, SC 29201

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

**INVITES APPLICATIONS FOR THE POSITION OF:
Accountant/Fiscal Analyst III - 60027546**

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: 04/02/18

CLOSING DATE: 04/13/18 05:00 PM

JOB TITLE: Accountant/Fiscal Analyst III -
60027546

CLASS CODE: AD25

POSITION NUMBER: 60027546

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 generate monthly Education Improvement Act (EIA) and State General Fund payments to school districts. Reconcile payments for Medicaid services by school districts and provide matching funds on behalf of school districts to Department of Health and Human Services (DHHS). Prepare monthly Medicaid summaries by program area and quarterly audit confirmation reports for districts. Manage the Pupil Accounting and Student Accountability System reporting at the forty-five (45) and one hundred thirty-five (135) day period. Collect and maintain statewide database of National Board eligible educators, serve as agency contact with Center For Educator Recruitment, Retention, and Advancement (CERRA), and attend meeting(s) with district representatives regarding South Carolina Department of Education (SCDE) guidelines. Assign revenue and subfund numbers for school district payments. Maintains account code system for the agency. Update and publish budget projections for school districts based on legislative action. Provide technical assistance to school district and other department staff in using financial systems relative to school district funding. Plan and prepare the collection and compilation of data in response to legislative requests for financial and accounting information. Process state reports for financial transparency and federal reporting. (F-33, InSite, ACR, MDR). This position is located in the Chief Finance Office/Financial Services.

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.

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/>