



STATE OF SOUTH CAROLINA
Department of Education

1429 Senate Street
Columbia, SC 29201

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

**INVITES APPLICATIONS FOR THE POSITION OF:
Accounting/Fiscal Manager I - 60027547**

An Equal Opportunity Employer

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OPENING DATE: 02/02/18

CLOSING DATE: 02/16/18 05:00 PM

JOB TITLE: Accounting/Fiscal Manager I -
60027547

CLASS CODE: AD28

POSITION NUMBER: 60027547

SLOT NUMBER:

STATE SALARY RANGE:

\$48,622.00 - \$89,956.00 Annually

AGENCY HIRING RANGE - MIN: \$48,622.00

AGENCY HIRING RANGE - MAX: \$89,956.00

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:

This position is a repost. Previous applicants are still under consideration and do not need to reapply. The person in this position will manage the Education Improvement Act (EIA) and Education Finance Act (EFA), General Fund and Lottery allocations and Payments Section to ensure compliance with state regulations and laws. Direct the maintenance of the Professional Certified Staff Listing (PCS), pupil accounting and student accountability systems. Effectively monitor and implement the requirements of fiscal practices legislation. Assist with the assignment of fiscal declarations, review recovery plans, and provide extensive technical assistance to school districts. Provide technical assistance to school districts and agency staff relative to school district funding. Respond to requests for financial data from queries both inside and outside the South Carolina Department of Education (SCDE). Plan and prepare the collection and compilation of data in response to legislative requests for financial and accounting information. Preparation of budget projections for school districts using data received from legislative staff. Manage the completion

of various state and federal reporting. This position is located in the Office of Finance.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree with accounting courses and professional experience in a related area such as accounting, auditing, banking or finance.

PREFERRED QUALIFICATIONS:

A bachelor's degree in accounting or business administration with fifteen (15) semester hours in accounting related courses and four (4) years of professional accounting experience, including two (2) years of supervisory experience. Must be knowledgeable about state, federal, and local accounting procedures.

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/>