

Charleston County School District seeks qualified candidates to serve as **Finance Analyst II** in the Office of Payroll. This position will reconcile payroll accounts and ensure all expenses are recorded accurately in the District's computer accounting system. This position will also assist with the preparation of statistical analysis of payroll activity reporting to District management. The Finance Analyst will provide assistance with the reconciliation of liability accounts, fringe benefit accounts, payroll and benefit expense accounts as well as provide assistance with salary and benefit encumbrances the posting of salary and benefit encumbrances.

This position works closely with District staff and external auditors to ensure the proper posting of payroll expenses.

Required Qualifications:

Associate's degree;

Two (2) years of Accounting experience;

Excellent written and oral communication skills;

Computer proficiency with Microsoft Office;

Strong analytical skills;

Ability to work independently;

Ability to multi-task, organize and prioritize duties within a fast paced environment;

Displays empathy and tolerates diverse viewpoints;

Excellent customer relation skills;

For a detailed job description and apply through our online application system Applitrack, please visit <http://www.applitrack.com/ccsdschools/onlineapp/>

The hourly rate for this 240 day position is \$20.10-25.78 per hour (based on 2016-2017 salary schedule). The salary is based on years of full-time work experience derived from the employment application up to a maximum of 12 years.

This position vacancy will remain open until filled.

We are an Equal Opportunity Employer