



## **Coordinator of Financial Services**

### **Job Brief**

The South Carolina Public Charter School District is looking for an energetic and self-motivated business professional to step into the role of Coordinator of Financial Services. The incumbent will be responsible for all financial record keeping at our Columbia office to include A/P, cash receipts, recording and processing expenditures, assisting with financial grants management, assisting with HR responsibilities, and additional roles related to daily school district financial operations. Experience using the SmartFusion accounting system and State/Federal funding is required. This position reports to the Director of Financial Services.

### **Responsibilities**

- Provide accounting and clerical support in SmartFusion
- Manage district A/P and cash receipts functions
- Prepare, maintain, and timely reconciliation of accounting documents and records
- Prepare accounts payable, general ledger postings and statements
- Provide technical assistance and support to District personnel in completing expense reports and travel reimbursement
- Research, track and restore accounting, payment or documentation problems and discrepancies
- Works closely with the Director of Financial Services to ensure school funding is disbursed within 24 hours of receiving funds
- Assists with 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.
- Assists with review of 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
- Assist with amendment requests and ensure funds have not been reimbursed for the changes requested in the plan
- Assist with completion of required year-end, and mid-year requested financial reports for SCPCSD school grants, respond to audit verification requests and assist the Director of Financial Services in completing other monthly reconciliations
- Function in accordance with established standards, procedures and applicable laws

### **Requirements**

- Committed to building great schools for the children of South Carolina
- Proven accounting experience with accuracy and attention to detail
- Familiarity with SmartFusion, State/Federal revenues, and grant management
- Competency in MS Office and databases



- Customer service orientation
- Well organized

Applicants should submit a letter of intent and resume to Nick Michael, [nmichael@sccharter.org](mailto:nmichael@sccharter.org), Director of Financial Services by Wednesday, December 30, 2020.