

## SPARTANBURG COUNTY SCHOOL DISTRICT TWO



**TITLE:** Finance and Procurement Officer

**FLSA:** Exempt

### GENERAL SUMMARY

Primarily responsible for the accounting and compliance of federal programs, safeguarding of district assets through internal audits and fixed assets management, and monitoring for adherence to the district's procurement policy

### PERFORMANCE RESPONSIBILITIES

- Review all requests for purchase orders for account accuracy and ensure compliance with purchasing guidelines
- Ensure purchases comply with applicable purchasing thresholds
- Check applicable purchase requisitions for quotes
- Responsible for developing specifications for quotes, bids, and proposals
- Responsible for the district's procurement card system – PCARD
- Assist in developing procurement reports and meeting district deadlines for reporting
- Performs internal audits for each school at the end of the fiscal year
- Set up budget and accounts to properly classify federal programs along with amendments as needed
- Process all expenditure claims for federal programs through Grants Accounting Processing Systems (GAPS).
- Maintain the general ledger for federal programs, setting up new budgets, making any ongoing adjusting entries that are required, processing amendments as needed, as well as standard entries as required
- Work with fund managers and schools as needed on federal funding—conduct quarterly meetings with school level personnel to review budget balances and ensure proper use of account codes
- Provides technical assistance to schools on financial matters relating to programs on a regular basis
- Maintains up to date knowledge of regulations, such as the Education Department General Administrative Regulations (EDGAR), and reporting requirements and procedures connected with federal/special revenue funds
- Review and approve accounts payable check run weekly
- Manage technology/software utilized in procurement and accounts payable
- Perform bank reconciliations monthly
- Review and reconcile outstanding checks and prepare unclaimed property reporting
- Maintain and complete reconciliation reports and files for external audits
- Maintain internal controls for Federal Programs and Procurement
- Assist with reconciliation of fixed assets and inventory

## **JOB SPECIFICATIONS**

### **Education and Experience:**

- Bachelor's Degree in business, accounting preferred
- Two (2) years experience in governmental accounting, procurement, fixed assets, and payroll or any equivalent combination of training and experience which would provide acceptable knowledge, skills and abilities, as evidenced in the performance responsibilities

### **Knowledge:**

Knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position. Thorough knowledge and understanding of district athletic and extracurricular programs. Knowledge of the records, forms and reports which must be prepared and maintained.

### **Working Conditions:**

Office environment with no exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

Shift Type: Full-Time  
Salary Range: Administrative Contract  
Location: District Office

To apply for this position: <https://www.spart2.org/>