

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/10/18

CLOSING DATE: 01/18/18 (4:30 PM)

SCDC INTERNAL TITLE: ACCT/FISC ANALYST I SCDC POSITION #: 010019
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 03 WORK TIME: 0830 AM - 0430 PM
LOCATION: FINANCIAL ACCOUNTING, COLUMBIA (RICHLAND)

STATE JOB TITLE: ACCTNT/FISCAL ANALYST I STATE JOB CLASS: AD20
PAY BAND/LEVEL: 04 D
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 030363 - \$ 039200 SCEIS POSITION #: 61016624

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELATED FINANCIAL EXPERIENCE. A BACHELOR'S DEGREE WITH MULTIPLE ACCOUNTING COURSES MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE.

A BACHELOR'S DEGREE; OR AN ASSOCIATE DEGREE AND TWO YEARS OF ACCOUNTING EXPERIENCE; OR A HIGH SCHOOL DIPLOMA WITH FOUR YEARS OF ACCOUNTING EXPERIENCE.

DESCRIPTION OF DUTIES:

MONITOR ASSIGNED GRANT PROGRAM TO ENSURE EXPENSES ARE ALLOWABLE. PREPARE PAYMENT REQUEST AND OTHER FINANCIAL REPORTS AS REQUIRED. PREPARE GRANT BUDGETS AND MAKE NECESSARY ADJUSTMENTS. INTERACT WITH GRANT PROJECT DIRECTORS ADVISING THEM ON GRANT REGULATIONS PERTAINING TO BUDGETS, PURCHASING, PERSONNEL AND ANY OTHER ACCOUNTING-RELATED CONCERNS. PERFORM ADMINISTRATIVE DUTIES FOR GRANTS TO INCLUDED TRACKING OF GRANT DEVELOPMENT, AWARD, AND CLOSE OUT. PREPARE QUARTERLY SUMMARY REPORTING, AND GRANT WORK PLAN SCHEDULE. ASSIST OTHER GRANT PERSONNEL AS REQUIRED TO MAINTAIN DEADLINES. ASSIST AGENCY GRANT WRITER IN PREPARING GRANT PROPOSALS AND APPLICATIONS.

COMMENTS:

MUST SUBMIT RESUME WITH APPLICATION