



ACCOUNTANT

POST DATE: July 13, 2020
HIRING RANGE: \$42,000 - \$52,000
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
JOB TYPE: Exempt, Regular, Full-time
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION:

The Central Midlands Council of Governments (CMCOG) is seeking an experienced person to serve as an Accountant. Reporting to the CMCOG Finance Director, the Accountant will be responsible analyzing financial information and preparing financial reports to determine or maintain records of financial activities within the organization.

JOB RESPONSIBILITIES:

1. Reconciliation

- Complete monthly reconciliation of general ledger accounts to include revenue, expenses, accruals, payables and unearned revenue.
- Complete required and/or adjusting journal entries and assist the Finance Director with the monthly closeout procedures.

2. Reporting

- Complete monthly allocation reports and prepare and submit complex monthly financial status reports to all funding sources.

3. Accounts Receivables

- Prepare and/or review invoice requests, complete and submit monthly payment requests, review and post payments to the general ledger accordingly and assist Finance Director with required drawdowns.

4. Other Duties

- Assist in the preparation for certification reviews and annual audit(s), serve as backup to A/P and Payroll, maintain accounting system and electronic file maintenance and all other duties as assigned by the Finance Director.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, Business Administration, or other related field from an accredited college or university.
- Three (3) years of progressively responsible experience in finance, accounting, or an equivalent combination of education and experience, preferably in the public non-profit, or governmental sector.

PREFERRED QUALIFICATIONS:

SKILLS NECESSARY:

1. Skill and ability to effectively communicate orally and in writing;
2. Technologically competent, including working knowledge of Windows, Word, Excel and Outlook;
3. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machine;
4. Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use;
5. Accurate reconciling accounts, records, reports and journals;
6. Interpreting, applying and explaining complex laws, codes, regulations and ordinances;
7. Skill and ability to effectively organize/prioritize work, learn detailed procedures, manage time to meet deadlines, and handle a reasonable amount of workload; and
8. Skill and ability to interact with employees, associates, government officials and the general public in an effective, respectful, and professional manner. Ability to establish harmonious and effective working relationships.

This position by necessity requires demonstration of a high level of professional performance, productivity, and situational awareness. Its success is measured by the successful and timely completion of assigned duties satisfying the mission and values statement of the organization.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interested and qualified candidates should submit a resume, cover letter, and application. To download the application, go to www.centralmidlands.org, click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and application to: recruiter@centralmidlands.org. This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above. NO PHONE CALLS PLEASE.

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.