



ACCOUNTING SPECIALIST/ACCOUNTS RECEIVABLE

DEPARTMENT: Finance

REPORTS TO: Director of Finance

JOB TYPE: Full Time

FSLA: Non- Exempt

JOB OVERVIEW:

The Accounting Specialist is tasked with maintaining the day-to-day operations of accounts receivable and banking while helping to support the finance needs of all CMCOG departments. The Specialist will also support the operations of the Finance Department in other capacities such as reconciling accounts, maintaining financial records, and preparing necessary reports.

DUTIES AND RESPONSIBILITIES:

- Complete all Accounts Receivable duties for CMCOG including bank deposits,
- Monitor and prepare reports in reference to cash flow
- Prepare monthly bank and credit card reconciliations,
- Assist in preparing journal entries to correct errors,
- Cross train to assist in preparing monthly & quarterly grant financial status reports,
- Cross train as back-up to Accounts Payable, to include maintaining I-9s and Prepare annual 1099s
- Assist in recording and maintaining financial records for the Central Midlands Development Corp,
- Assist with balance sheet account reconciliations,
- Comply with local, state, and federal government reporting requirements,
- Participate in certification reviews and audits for various federal grant programs,
- Receive instruction and direction as a member of the accounting team,
- Performs other duties as assigned by supervisor.

DESIRED MINIMUM QUALIFICATIONS:

Two years' experience in accounts receivable is required. Minimum Associates degree in accounting or related experience is preferred.

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.

CMCOG is an Equal Opportunity Employer