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## STAFF ACCOUNTANT

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**POST DATE:** March 27, 2024  
**HIRING RANGE:** \$50,000 - \$60,000  
**LOCATION:** CMCOG, 236 Stoneridge Drive, Columbia SC  
**JOB TYPE:** Non-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 a Staff Accountant. Reporting to the CMCOG Director of Finance, the Staff Accountant will be responsible for analyzing financial information and preparing financial reports to determine or maintain records of financial activities within the organization. Duties include but not limited to general ledger work, reconciliations, and some grant maintenance.

### **JOB RESPONSIBILITIES:**

- Assist in managing financial actives for all CMCOG programs,
- Maintain financial records for the Central Midlands Development Corporation,
- Fixed Asset Schedules Maintenance including depreciation
- Prepare and record general ledger journal entries,
- Perform monthly reconciliation of balance sheet and income statement accounts,
- Assist with month-end close of general ledger and production of financial statements,
- Maintain accurate financial records and prepare clear and accurate reports for informational, auditing and operational use;
- Prepare audit selections and work papers for auditor review.
- Comply with local, state, and federal government reporting requirements,
- Participate in certification reviews and audits to include various federal grant programs,
- Maintain accounting records for special accounts and projects,
- Review and verify accuracy of data,
- Perform other duties as assigned,

### **DESIRED MINIMUM QUALIFICATIONS:**

- Bachelor Degree in Accounting from an accredited college or university. Master's Degree is preferred.
- Three (3) years of progressively responsible experience in accounting, preferably in the public non-profit, or governmental sector.
- Grant and/or fund accounting experience is a plus.



**PREFERRED QUALIFICATIONS:**

**SKILLS NECESSARY:**

1. Technologically competent, including working knowledge of Windows, Microsoft office Suite: Word, Excel and Outlook;
2. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines;
3. Interpret, apply and explain complex concepts to include codes, regulations and ordinances;
4. Make sound, independent judgments within established policies and procedures;
5. Ability to effectively organize/prioritize work and manage time in order to meet deadlines;
6. Takes ownership of procedures and identify areas of improvement;
7. Financial analysis skills and working knowledge of US GAAP.
8. Ability to effectively communicate orally and in writing as well as interact with employees, associates, government officials and the general public in an effective and professional manner.

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

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*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.*

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**Interested and qualified candidates should submit a resume, cover letter, and application.** To download the application, go to [www.cmcog.org](http://www.cmcog.org), click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and application to: [recruiter@centralmidlands.org](mailto: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*