



GRANTS FINANCE MANAGER

POST DATE: May 3, 2024
HIRING RANGE: \$55,000-\$65,000 DOE
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
DEPARTMENT: Transportation and Planning
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 candidate to serve as the Transportation and Planning Finance Manager. Reporting to the Deputy Executive Director/Transportation Director, the Transportation and Planning Finance Manager will be responsible for providing direct day to day financial management, reporting, and support services to the Central Midlands Transportation and Planning Departments.

JOB RESPONSIBILITIES:

- Prepare the annual budget to include all local and grant revenues and expenditures for submission to the Finance Office. Work with Transportation/Planning Director to submit supplemental budget information and prepare the department budget pages for the Executive Director to review. Make changes as requested throughout the process.
- Prepare financial budgets for Federal, State, Local, and grant funding sources; submit accurate and complete budget forms to the Finance Department for loading into the agency's financial system. Submit required budget forms to state or other grantors by submission deadline. Monitor budgets, provide budget projections, and recommend course correction to ensure appropriate expenditure of funds.
- Prepare financial and activity reports; submit accurate and complete reports to the Transportation and Planning Directors for review and to funders as required. Grant reports are due in varying intervals, including monthly and quarterly. Grants are on multiple different fiscal years, including the state and federal fiscal year.
- Review internal audits from Lexington, Richland, Newberry, and Fairfield Counties and provide financial support documentation when needed.
- Develop and review financial transactions to assure accurate billings, payments, and service documentation. Ensure timely payments.
- Review revenues monthly to ensure all revenues owed are received in a timely manner. Enter accounts receivable (AR) information into the Agency financial system to properly post revenues. Keep a list of any outstanding revenues.
- Reconcile Transportation and Planning staff monthly transactions and submits to the Finance Department. Ensure proper budget authority is available before submitting.
- Ensure all department transactions are completed for monthly close.

- Participates in federal and state financial training opportunities.
- Develops and administers project plans and long-term planning strategies for assigned programs/section.
- Prepares and submits budget reports and summaries.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Accounting, Finance, Business Administration, or other related field from an accredited college or university. Master’s Degree is preferred.
- 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.
- Experience managing federal and state grants.

PREFERRED QUALIFICATIONS:

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.cmcog.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