



ASSISTANT FINANCE DIRECTOR

POST DATE: June 29, 2021
HIRING RANGE: \$50,000 - \$58,000
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 candidate to serve as the Assistant Finance Director. Reporting to the Director of Financial Management and Support Services, the Assistant Finance Director will be responsible for providing assistance in developing and maintaining financial records, purchasing, disposal of fixed assets, and all necessary CMCOG financial reports in accordance with applicable state and federal regulations.

JOB RESPONSIBILITIES:

1. Maintain the organization's automated financial system.
2. Analyze/submit financial reports in an accurate and timely manner.
3. Assist with all financial monitoring of federal grants.
4. Assist with the coordination of the annual audit process.
5. Assist with the administration and review all financial plans and budgeting process.
6. Assist with the management of organizational cash flow and forecasting.
7. Assist with the monthly closeout process.
8. Prepare and/or direct the preparation of reconciliation of journals, ledgers and other accounting records.
9. Prepare and/or review the preparation of monthly, quarterly, and annual grant reports for submissions to various regulatory and other governmental agencies.
10. Prepare clear and concise reports, correspondence, and other written materials as directed.
11. Review the preparation of records for accounts payables and accounts receivables
12. Prepare, monitor, and/or direct all components of payroll.
13. Comply with local, state, and federal government reporting requirements and tax filings.
14. Administration of business insurances.
15. Ensure that agency certifications are renewed.
16. Performs related work as required and directed.

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.
- Five (5) 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.
- Three (3) years of supervisory experience

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 machines;
4. Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use;
5. Reconciling accounts, records, reports and journals;
6. Preparing financial and/or auditor statements, schedules and reports;
7. Interpreting, applying and explaining complex laws, codes, regulations and ordinances;
8. Reviewing and verifying accuracy of data;
9. Maintaining accounting records for special accounts and projects;
10. Making sound, independent judgments within established policies and procedures;
11. Skill and ability to manage multiple/parallel projects;
12. Skill and ability to effectively organize/prioritize work and manage time in order to meet deadlines;
13. Must be able to work in a public environment, learn detailed procedures, mediate difficult situations, and handle a reasonable amount of stress;
14. Experience with the principles and practices of public agency budget development, administration, and accountability;
15. Expertise in the principles and practices of public agency finance, treasury, general and governmental accounting, auditing and reporting functions;
16. Demonstrated success in the leading and managing of people; and
17. Skill and ability to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to establish harmonious and effective working relationships. Discreet and diplomatic.

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