



STAFF ACCOUNTANT

POST DATE: May 27, 2022
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 a Staff Accountant. Reporting to the CMCOG Finance Director, 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 processing payments through vouchers, reviewing payments processed, monitoring of financial activities, and grant maintenance.

JOB RESPONSIBILITIES:

1. Assist in managing financial activities for all CMCOG programs
 - Prepare monthly & quarterly grant financial status reports,
 - Reconcile and record revenue, expenses, accruals, receivables, payables, and unearned revenue,
 - Prepare journal entries to correct errors,
 - Complete monthly Drawdown requests and payment requests,
 - Prepare audit resolution responses,
 - Attend US Department of Labor and State of South Carolina sponsored financial training,
 - Maintain Notice of Grant Awards (NGAs),
 - Run monthly AIM reports.
2. Other duties to include:
 - Record and maintain financial records for the Central Midlands Development Corporation,
 - Complete all Accounts Payable & Accounts Receivable duties for CMCOG,
 - Prepare monthly bank reconciliations,
 - 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:

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

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 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. Interpreting, applying and explaining complex laws, codes, regulations and ordinances;
7. Reviewing and verifying accuracy of data.
8. Maintaining accounting records for special accounts and projects;
9. Making sound, independent judgments within established policies and procedures;
10. Skill and ability to effectively organize/prioritize work and manage time in order to meet deadlines;
11. Takes ownership of all procedures and identifying areas of improvement;
12. Must be able to work in a public environment, learn detailed procedures, and handle a reasonable amount of workload; and
13. 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.

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