STATE OF SOUTH CAROLINA

Commission for the Blind

1430 Confederate Avenue

Columbia, SC 29201

<https://www.careers.sc.gov>

INVITES APPLICATIONS FOR THE POSITION OF:

Accountant/Fiscal Analyst III

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

**OPENING DATE:** 09/18/18 **CLOSING DATE:** 09/25/18 11:59 PM

**JOB TITLE:** Accountant/Fiscal Analyst III **CLASS CODE:** AD25

**POSITION NUMBER:** 60026096 **SLOT NUMBER:**

**STATE SALARY RANGE:**

 $39,960.00 - $73,935.00 Annually **AGENCY HIRING RANGE - MIN:**

**AGENCY HIRING RANGE - MAX:**

**LOCATION:** Richland County, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)

**RESIDENCY REQUIREMENT:**

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):**

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

Please apply online. Contact 803-898-7297 if you need assistance with your application.

**JOB RESPONSIBILITIES:**

Under limited supervision of the Director of Finance, performs managerial and expert-level professional duties to include working with the agency's SCEIS accounting system, improving internal controls, assist with identifying and resolving audit and compliance issues, the draw-down of federal funds, consults with State Comptroller General's Office and State Treasurer's Office in matters involving controls and reporting of financial data, reviews and analyzes the reporting of agency's expenditures and revenues, responsible for federal grant reports, directs other special accounting functions. Serves as back-up for budget Coordinator.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A bachelor's degree in accounting, finance, business or related field and professional experience directly related, such as accounting, auditing, finance, or commercial lending.

**PREFERRED QUALIFICATIONS:**

Bachelor's degree with fifteen (15) semester credit hours in accounting related courses and three (3) years of accounting experience. Experience completing Federal reporting, SEFA reporting, and closing package experience.

**ADDITIONAL COMMENTS:**

Qualifying experience must include one (1) year of supervising or reviewing the work of subordinates in the preparation and updating of accounting records, to include state government accounting and grant accounting. Considerable knowledge of the principles and theories of accounting, skills in the use of mathematical concepts and the ability to communicate effectively. Must be proficient in Microsoft Word/Excel. Employee must be exceptionally motivated and able to perform with limited supervision and independent discretion. CPA preferred and knowledge of State government fiscal/accounting processes preferred but not required.

\*\*The entire application history should be included on the application. All sections under the Work Experience portion of the application must be completed. If the information is not listed, then your application may be considered incomplete. The words "See Resume" are not acceptable. A resume may not be substituted for the completed application. Your employment history should include volunteer work, military time and any time spent unemployed.\*\*

**The South Carolina Commission for the Blind provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, veteran status, genetic information, sex -including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, disability or any other protected category.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: Job #81084

<https://www.careers.sc.gov> ACCOUNTANT/FISCAL ANALYST III

OR LG

1430 Confederate Avenue

Columbia, SC 29201

Accountant/Fiscal Analyst III Supplemental Questionnaire

\* 1. Stop! All sections under the Work Experience portion of the application must be completed to include: Dates of Employment, Employer Name, Position Title, Address, Supervisor's Name, Phone Number, Website, Permission to Contact Employer field, Hours per week, and Number of Employees Supervised. If these sections are not completed, your application may be considered incomplete. The words "See Resume" are not acceptable. A Resume may not be substituted for your completed application. Your employment history should include volunteer work, military time and any time spent unemployed. Have you completed the entire application?

(Checkbox) Yes (Checkbox) No

\* 2. Do you have a bachelor's degree in accounting, finance, business, or related field and professional experience directly related, such as accounting, auditing, finance, or commercial lending?

(Checkbox) Yes (Checkbox) No

\* 3. Do you have a bachelor's degree with fifteen (15) semester credit hours in accounting related courses and three (3) years of accounting experience?

(Checkbox) Yes (Checkbox) No

\* 4. Do you have experience completing the SEFA report for SAO?

(Checkbox) Yes (Checkbox) No

\* 5. Do you have hands-on experience completing closing packages?

(Checkbox) Yes (Checkbox) No

\* 6. Do you have experience performing federal cash drawdowns?

(Checkbox) Yes (Checkbox) No

\* 7. Do you understand that the salary range for this position is $ 39,960.00 to $ 56,947.00?

(Checkbox) Yes (Checkbox) No

\* 8. Do you understand that Supplemental Questions are considered a part of your official application and that any misrepresentation will result in your disqualification from employment?

(Checkbox) Yes (Checkbox) No

\* 9. How did you find out about the vacancy?

(Checkbox) Yes (Checkbox) No

\* Required Question