

State of South Carolina

Accountant/Fiscal Analyst - 61077337

SALARY	\$37,860.00 - \$70,054.00 Annually	LOCATION	Richland County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	165317
AGENCY	Department of Education	DIVISION	First Steps
OPENING DATE	05/28/2024	CLOSING DATE	Continuous
CLASS CODE:	AN05	POSITION NUMBER:	61077337
NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)	PAY BAND	Band 5
HIRING RANGE - MIN.	\$37,860.00	HIRING RANGE - MAX.	\$53,957.00
OPENING DATE	05/28/2024	EEO STATEMENT	Equal Opportunity Employer
AGENCY SPECIFIC APPLICATION PROCEDURES:	Interested persons must complete a State Employment Application at www.careers.sc.gov . Applications will not be accepted after the closing date. The South Carolina Department of Education does not accept faxed, mailed, or hand delivered applications.	VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

Job Responsibilities

The person in this position will support the agency Chief Financial Officer in monitoring account statuses to include posting, updating, reconciling, and preparing financial documents as needed. Process accounts payable for regular contingencies by receipting invoices, and auditing invoices to the official purchase order acknowledging receipt of goods and/or services. Ensure processed payment documents are coded correctly and have the proper approved supporting documents attached. Responsible for monthly reconciliation of accounts, providing assistance to vendors and staff concerning purchase orders, payment status, and travel reimbursements. Maintain the database to track all administrative accounts payable transactions, purchase order amendments, request for travel reimbursements, and for payments of contractual services and purchase orders. Prepare deposits of miscellaneous operating revenues within two business days of receipt. Complete deposit forms required by the State Department of Education and the Comptroller General's office. Other duties as assigned.

This position is located in the Office of First Steps.

Minimum and Additional Requirements

A high school diploma and professional experience in a related area such as accounting, auditing, finance, or banking. A bachelor's degree with multiple accounting courses may be substituted for the required work experience.

Additional Comments

ONLY THOSE APPLICANTS CHOSEN FOR AN INTERVIEW WILL BE NOTIFIED BY LETTER THAT THE POSITION HAS BEEN FILLED.

<http://www.ed.sc.gov/jobs/human-resources/title-ix-nondiscrimination/>

Agency

State of South Carolina

Agency

Department of Education

Address

1429 Senate Street

Columbia, South Carolina, 29201

Phone

803-734-8505

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.

Accountant/Fiscal Analyst - 61077337 Supplemental Questionnaire

*QUESTION 1

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed in lieu of the application. I have read and acknowledge the above statement.

- Yes
 No

*QUESTION 2

I understand that a criminal record investigation will be conducted prior to employment being offered by the South Carolina Department of Education. My personal identifying information will be processed through the South Carolina Law Enforcement Division (SLED).

- Yes
 No

*QUESTION 3

Do you have a high school diploma?

Yes

No

***QUESTION 4**

Do you have a bachelor's degree?

Yes

No

***QUESTION 5**

Do you have professional experience in a related area such as accounting, auditing, finance, or banking?

Yes

No

***QUESTION 6**

How did you hear about this position?

Careers.sc.gov

Indeed.com

LinkedIn

Other (Please specify below)

***QUESTION 7**

If you answered "other" in the question above, please specify where you heard about this position below.

* Required Question