



STATE OF SOUTH CAROLINA  
**Commission on  
Prosecution Coordination**

P.O. Box 11561  
Columbia, SC 29211

**INVITES APPLICATIONS FOR THE POSITION OF:  
Accounting/Fiscal Manager I**

*An Equal Opportunity Employer*

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**OPENING DATE:** 01/10/23

**CLOSING DATE:** 01/29/23 11:59 PM

**JOB TITLE:** Accounting/Fiscal Manager I

**CLASS CODE:** AN09

**POSITION NUMBER:** AN09

**SLOT NUMBER:**

**STATE SALARY RANGE:**

\$52,357.00 - \$85,000.00 Annually

**AGENCY HIRING RANGE -**

**MIN:** \$52,357.00

**AGENCY HIRING RANGE -**

**MAX:** \$85,000.00

**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. Must pass a pre-employment criminal background check.

**JOB RESPONSIBILITIES:**

**Accounting:**

- Manages the accounting activities of the SCCPC and is responsible for all fiscal transactions.

- Provides regular budget updates, status of account, research, and financial analysis and input, and recommendations pertaining to activity costs to the executive director to support fiscal decisions, other budget matters, and strategic planning.
- Reviews and monitors the agency's budget and program expenditures.
- Tracks actual and projected agency spending and revenues, agency contractual spending and capital project planning, implementation and costs.
- Provides oversight and tracking of the SCCPC's designated funding.
- Manages day-to-day accounting functions including month-end and year-end close.
- Oversees and ensures compliance and conformance with generally accepted accounting principles and reporting requirements of federal, state and local entities. Serves as agency subject matter expert for Governmental Accounting Standards Board (GASB) regulations. Monitors and ensures compliance with GASB updates and regulations.
- Manages funds; prepares carry forward balances; and performs all transfers, disbursements, and payments through the South Carolina Enterprise Information System (SCEIS) system.
- Generates SCEIS accounting reports in various formats, and creates and merges reports from various queries
- Processes payroll, responds to fringe benefits questions, and responsible for all other payroll-related issues.
- Responsible for the agency's purchasing activities; this includes agency-wide ordering of supplies, monitoring contract disbursements, equipment purchasing and inventory.
- Audit general ledger accounts, cost centers, functional areas, fund reservations, purchase orders, change orders, internal orders, and process grant distributions.
- Research and resolve any invoice discrepancies or vendor issues. Work with vendors to enroll in direct deposit. Ensure invoices are received and promptly loaded into SCEIS.

#### **Budgeting:**

- Prepare reports and analyses on budget and fiscal matters for agency budget and oversight hearings.
- Prepares budget requests and the detailed annual budget plan submission to the Department of Administration's Executive Budget Office (EBO) and for the Governor's and legislative budget process.
- Assists with the development, preparation and submission of budget, FTE, and proviso request materials for legislative, budget, and oversight hearings and meetings.
- Develops plans and justifications for budgetary recommendations and/or adjustments.
- Analyzes and evaluates activities of the agency which affect the financial management system to ensure compliance with appropriate laws and regulations.
- Participates in the interpretation, negotiation, management, and enforcement of contracts.

#### **Managerial-Financial Reporting:**

- Coordinates and assists with external reporting.
- Prepares all periodic and annual expenditure, revenue, budget, and other financial status reports; prepares annual financial reports for the Office of the Comptroller General.
- Participates in forecasting additional funds for staffing and resources.
- Compiles and drafts objectives, milestones, goals, and performance analysis information for the strategic plan and accountability reports.
- Ensures that expenditures are made in conformance with all internal and external requirements.
- Monitors legislative and state government actions to determine fiscal impacts for the agency and prepares fiscal analyses for proposed legislation.

- Develops and briefs agency personnel on all agency accounting, budgeting, and purchasing policies and procedures.
- Develops effective and efficient processes for financial functions and reporting.
- Responsible for agency business management activities such as procurement, stores, rentals, leases, office services, transportation and travel, inventory and related administrative functions.
- Prepares comprehensive narrative statements supporting complex financial reports.

#### **Auditing:**

- Manages the audit processes for the agency.
- Directs the agency's compliance with financial and procurement audits.
- Prepares information for and assist with the annual independent audit.

#### **Research and Statistics:**

- Prepares analyses on special research questions as directed by the executive director.
- Develops statistical models; develops and refines techniques for computer analysis and presentation of data.
- Prepares charts, tables or other graphic presentations as well as narrative reports.
- Designs research and statistical studies from the development stage through the final analysis and presentation of findings.
- Analyzes complex financial and statistical data and determines their significance.

#### **Grants Administration:**

- Serves as financial administrator for grants.
- Coordinates grants management functions and activities, including state and federal fiscal reporting and reimbursement procedures.
- Identifies, obtains, and manages funding from grants awarded to the SCCPC.
- Administers the agency's grants by performing complex, specialized grant accounting functions to include involvement with contractual issues, grant regulations, grant reporting requirements, and coordination with project managers and granting agencies. Clarifies and resolves technical issues and problems with grants, and guides Branch staff on grant regulations and use of grant funding. Review grant expenditures to ensure compliance with state and federal requirements; obtain required programmatic approval and provide proper coding to accounts payable section.
- Maintains grant files and related records to ensure compliance with reporting and archive requirements. Serves as liaison with state and federal agencies regarding matters involving grant status, funding, reporting requirements, and audits.

#### **MINIMUM AND ADDITIONAL REQUIREMENTS:**

- Bachelor's degree and at least ten (10) years of professional experience in economics, finance, business, government administration, or related field with experience and a demonstrated interest in public service particularly related to public safety and criminal justice. Master's degree and/or experience in a finance-related position at a South Carolina state agency is preferred; or
- Master's degree from an accredited college with a concentration in accounting, financial management, financial analysis, and/or public policy with at least five (5) years of relevant

post-college work. Experience in a finance position at a South Carolina state agency is preferred.

- Must have a strong working and technical knowledge of the Department of Administration's SC Enterprise Information System (SCEIS) and Budget Development System (BDS).
- Experience involving the collection, analysis, interpretation and presentation of quantified data.
- Knowledge of state governmental fiscal and budgetary processes. Comprehensive understanding of how the State's appropriations are constructed both, conceptually at the Governor's Office/General Assembly, and technically at the Executive Budget Office, is essential.
- Thorough knowledge of Microsoft Office suite products, including advanced proficiency in Excel.
- Superior writing skills.

**PREFERRED QUALIFICATIONS:**

**ADDITIONAL COMMENTS:**

The South Carolina Commission on Prosecution Coordination offers an exceptional benefits package for FTE positions that includes:

- Health, dental, vision, long term disability, and life insurance for employee, spouse, and children
- Paid parental leave
- 15 days annual (vacation) leave per year
- 15 days sick leave per year
- 13 paid holidays
- State Retirement Plan and Deferred Compensation Programs

**Must pass a pre-employment criminal background check.**

[careers.sc.gov](http://careers.sc.gov)  
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