

FINANCE COORDINATOR

LOCATION: COLUMBIA, SOUTH CAROLINA



JOIN US IN OUR PURSUIT

ensure compliance and seek timely reimbursements from the state for all federal programs. The position has to oversee the financial and record-keeping side of the annual grant making process for all federal grants received and work closely with school finance officers to ensure accurate financial reporting and procedural compliance on all federal grants. Perform a variety of financial activities including processing, recording, updating and reconciling fiscal information; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against

The Finance Coordinator will oversee both the pre-award and post-award budget planning, implementation,

WHAT YOU'LL DO

- Review the requirements of the district and determine how to manage carryover and current allocation and ensure funds are unspent.
- Review budget codes for the school and district federal programs plans to ensure accurate budget codes are provided as per the most recent financial handbook entered into the state system.
- Enter the budget into the state GAPS system. Enter the budget into the district finance system and send budget reports to schools.
- Ensure reimbursements are requested from the state each month. Track reimbursements and ensure schools are effectively spending funds are being spent in a timely fashion.
- Review amendment requests and ensure funds have not been reimbursed for the changes requested in the plan.
- Provide monthly reporting dashboard on federal funds expenses, amendments, carryover, spending and risk analysis.
- Review and process federal programs reimbursements (travel, homeless, professional development)
- Responsible for Title I comparability report.
- Responsible for running maintenance of effort reports for all required federal programs.

COLLABORATION

• Analyzes a variety of financial information (e.g. grant awards, expenditures, cost projections etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations

are within budget.

- Work with a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of district operations.
- Compiles data from a wide variety of sources (e.g. staff, auditors, operators, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts internal audits for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.

WHO YOU ARE

EDUCATION AND EXPERIENCE:

Bachelor's degree in Accounting or a related field with a minimum of one to three years of experience in accounting; or any equivalent combination of training and experience which provides the required

knowledge, skills and abilities.

KNOWLEDGE:

Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general accounting practices and procedures. Knowledge in the processes of accounts payable, cash management, budget preparation and maintenance. Ability to understand and analyze reports and records which must be prepared, processed and maintained in order to meet federal, state and district requirements. Is knowledgeable and proficient in the use of computers for the entry and maintenance of data and the creation of necessary reports. Is knowledgeable of supervisory methods and has the ability to instruct others through explanation, demonstration, and supervised practice.

HOW YOU'LL APPLY

Please submit any inquiries and/or a résumé & cover letter to Paula Gray, Director of Human Resources, at pgray@sccharter.org.

The South Carolina Public Charter School District is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its program & activities.