

SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS

JOB TITLE: Workforce Development Finance and Program Coordinator

LOCATION: Santee-Lynches Regional Council of Governments

POSITION: Full-time with benefits

SALARY RANGE: \$38,000 - \$40,000

ONLY COMPLETE applications will be accepted and processed for consideration.

A complete application consists of:

1. Employment application
2. Resume
 - Resume must **CLEARLY** show your experience as it relates the specific job duties
 - Resume must **CLEARLY** show you possess the required competencies
 - Resume must **CLEARLY** show your progressive experience in leading and managing people

DEADLINE TO SUBMIT APPLICATION & RESUME: Until Position is filled

All applicants must fully complete the online application found at <http://www.santeelynychescog.org/employment-opportunities>. A resume must also be submitted with the completed application.

ABOUT THE ORGANIZATION: Santee-Lynches Regional Council of Governments (SLRCOG) provides assistance to a four-county region, consisting of Clarendon, Kershaw, Lee and Sumter Counties in South Carolina and all of the associated municipalities. Based in Sumter, there is a professional staff consisting of 24 people who serve a population of approximately 223,000 people. The SLRCOG serves the region by working with local governments to bring public and private sector leaders together. By communicating and working together, SLRCOG seeks to find and create efficiencies across the region, set priorities, proactively identify challenges and develop creative solutions that are mutually beneficial. SLRCOG is also a key organization utilized to administer key federal and state grants across the region aimed at improving the quality of the workforce, facilitating community and economic development of communities and improving the quality of life of senior citizens.

JOB SUMMARY: (full job description/requirements: <http://www.santeelynychescog.org/employment-opportunities>.)

The Workforce Development Finance and Program Coordinator will provide financial administration and management of responsibilities under WIOA. This position will assist with the collection and assessment of financial data from Workforce Innovation and Opportunity Act (WIOA) operations. The position also assists with developing and executing contractual agreements for employment and training services, including, but not limited to the financial analysis of service providers' programs, internal and external monitoring of the region's Workforce Development Area, Incumbent Worker Training, and analysis of service providers' performance trends according to established legislation, regulations, General Accounting Principles, and local WIOA plans and policies established by the Santee-Lynches Workforce Development Board (WDB). The position also advises and suggests improvements to the Deputy Executive Director/Workforce Development Director on any financial and programmatic issues as applicable. This position requires advanced financial management skills..

Minimum Required Education and Experience: Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

Education:

- Associates or Bachelor's Degree in Finance, Business Administration, Public Administration or related field

Experience:

- Two (2) – four (4) years of experience with highlights that demonstrate fiscal or business accountability; **or** Equivalent combinations of training and experience with demonstrated competence to fulfill duties assigned to this position

Desired Knowledge, Skills, and Abilities:

- Possess a solid fiscal background in grant management, to include knowledge of general accounting principles.
- Organizational and programmatic planning background to be above average.
- Possess adequate financial knowledge acquired through training and prior experience of approved principles, practices, and procedures commonly utilized in financial reporting and management.
- A thorough knowledge of approved principles, practices, and procedures commonly utilized in oversight, monitoring, procurement, and process improvement activities.
- Advanced knowledge and ability to operate efficiently all computers as word processors and as analytical data tools, especially Microsoft Office applications.
- Above average to Excellent verbal and written communication skills.
- Writing skills average or above with the ability to express technical issues in terms and language geared to public consumption and understanding.
- Ability to respond quickly and effectively to changing work assignments: to be flexible in a problem-solving context.
- Ability to earn public respect for professional knowledge and skills demonstrated through public presentations.
- Ability to define problems, collect data, establish facts, and formulate conclusions

COMPENSATION AND BENEFITS:

- Starting salary of \$38,000 - \$40,000 depending on qualifications and experience
- SC State Employee Health Insurance and Retirement Programs
- 13 paid holidays per year, plus 12 days of sick leave and 9 days of annual leave the first year; 12 days of annual leave in the second year

Santee-Lynches Regional Council of Governments is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SLRCOG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.