



## Invites applications for the position of: **FINANCE MANAGER**

**OPENING DATE:** 10/17/2024  
**JOB TITLE:** Finance Manager  
**JOB TYPE:** Full-Time w/ benefits

**CLOSING DATE:** until filled  
**JOB LOCATION:** Sumter, South Carolina  
**SALARY:** \$50,000 – \$70,000 DOQ

All applicants must fully complete the online application found at <http://www.santeelynchescog.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.

### **OVERVIEW:**

Overall responsibility is to assist the Finance Director in maintaining accurate, current financial records for the agency's funds in accordance with the agency's policies and state and federal regulations. This position is responsible for preparing payroll and payroll-related payments and reports, reviewing contractor reports, preparing draw requests for grants, and assisting the Finance Director in preparing budgets, financial reports and analysis. For full details and application form, go to: <http://www.santeelynchescog.org/employment-opportunities>.

We are looking for a very motivated individual with strong attention to detail, high analytical skills, high intellectual curiosity, and a love of accounting. We need someone who loves a challenge and relentlessly pursues excellence. We need someone who is very skilled at finding the hidden trends that lie just beneath the surface. Additionally, on a regular basis you will also assist in the preparation of financial statements for internal and/or external users, to include budget-to-actual reports and financial projections. Of note, there will be no loan processing in this position.

You will be expected to hit the ground running and figure things out quickly. Managing and overseeing federal and state grants is VERY different from traditional financial accounting. There is a LOT of nuance! Lastly, in our line of work, you will never get rich, but we do very meaningful work, have a great workplace environment, we have fun while getting the job done, and we take care of our staff.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

The following standards express the minimum background of training and experience to show evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position. The Executive Director reserves the right to select a combination of the below criteria which establishes a level of competency to satisfactorily meet the requirements of the position.

- 1) Bachelor's degree in accounting or related field
- 2) At least 5 years of relevant work experience
- 3) Proven experience analyzing budgets for trends
- 4) Highly proficient with Microsoft Excel

### **DESIRED TRAINING AND EXPERIENCE:**

- 1) Previous experience managing federal grants
- 2) Knowledge and experience with OMB 2 CFR 200, GAAP, and GASB pronouncements
- 3) CPA and/or Certified Public Finance Officer (CPFO) or equivalent

### **COMPENSATION AND BENEFITS:**

- Starting salary of \$50,000 - \$70,000 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.

## SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS

**JOB TITLE:** Finance Manager  
**DEPARTMENT(S):** Finance

### JOB STATEMENT:

Under supervision of the Finance Director, undertakes a variety of financial tasks requiring an understanding of the agency's policies, budget, programs and systems. Exercises good judgment in performance of financial duties.

Must be an action-oriented interdependent team player who values excellence and service to others.

### JOB DUTIES:

- Overall responsibility is to assist the agency's Finance Director in maintaining accurate, current financial records for the agency's funds in accordance with the agency's policies and state and federal regulations. Assist in maintenance of agency's fund accounting system which includes reporting for each grant or contract.
- Financial Reports for HHS grants:
  - Review, correction and compilation of monthly financial reports for the agency's Health & Human Services Department (HHS). This may include review and reconciliation of service provider reports and internal reports with the client information management software; preparation of payment requests for all HHS grants; tracking and analysis of trends and budgets; etc.
  - Assist, as needed, with data input and review and assist in verifying and maintaining accuracy of records in the client information management software.
  - Coordinate and perform periodic on-site fiscal review/monitoring of provider agencies within HHS programs and others as assigned.
- Assist in compiling internal reports of budget to actual expenses for internal management use.
- Assist Finance Director with any monthly, quarterly, semi-annual and annual grant reporting, requests for payment and other reporting as required.
- Assist in closing the books at the end of the fiscal year and preparation for audit.
- Have a working knowledge of and act as a back-up for all other Finance Department functions, including accounts payable and preparation of monthly financial reports for Workforce Development grants.
- Assist in maintenance of Finance Department's operations manual by updating procedures/instructions of department processes as changes occur.
- Perform necessary variance and other accounting analysis to identify and resolve any discrepancies or gaps.
- Collect, interpret and review financial data to predict and identify trends, providing analysis to and advising the Finance Director, and other staff as needed. Potential long-term impacts, as well as short-term impacts, should be included in the analysis.
- Perform cost analysis and recommend process improvements for cost-effectiveness.
- Develop best practices to enhance operational performance and productivity.
- Payroll:
  - Prepare semi-monthly payroll and related payments and records, and post to general ledger. Assume lead role in initiating direct deposits.

- Prepare payroll-related payments and reports, including federal and state tax returns, monthly and quarterly SC Retirement System reports, monthly reconciliation and payment of insurance benefits and deductions, and others as required.
- Review timesheets to ensure accuracy and compliance with agency policies and state and federal regulations.
- Update employee information and deductions as changes are needed.
- Reconcile general ledger with regard to payroll transactions.
- Maintain payroll records and files. Work in conjunction with staff managing human resources to ensure both the official personnel records and the payroll files are complete and accurate.
- Process and post cost allocations each month.
- Benefits Administration:
  - Serve as “Benefits Administrator” for the agency’s 20-30 employees. The specific benefits managed by this position include PEBA’s insurance, retirement, and deferred comp programs, as well as Aflac insurance.
  - Provide benefits briefing to new employees during orientation. Provide benefits literature to new employees. Set up new employees in PEBA’s insurance and retirement systems and assist employees in enrollment, as needed.
  - Process all benefits-related enrollments, changes, and terminations as needed.
  - Prepare and provide all COBRA paperwork for enrollments and terminations, as needed.
  - Disseminate benefits information and updates to staff as needed.
  - Conduct annual open enrollment briefings for staff.
  - Respond to all staff requests for insurance information and updates, including follow-up with PEBA or Aflac for clarification or interpretation of questions/issues.
  - As needed, assist staff with applications for disability and retirement.
  - Develop and maintain written procedures for Benefits Administration.
- Perform other duties as assigned by the Finance Director.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Highly proficient in Microsoft Excel
- Understanding and experience with fund accounting
- Ability to analyze and interpret complex financial data and reports.
- Ability to establish and maintain effective working relationships with others
- Capable of exercising sound judgment when handling confidential information
- Ability to learn quickly and independently
- Ability to effectively manage numerous deadlines and concurrent projects
- Ability to think and work in a fast-paced environment that requires handling multiple tasks at a given time and rapidly adapting to changing priorities, schedules and budgets
- Talent for creative problem solving
- Excellent organizational and computer skills; self-motivated and goal-oriented; ability to facilitate team effort as well as ability to work independently; customer-oriented attitude; excellent written/oral and interpersonal communication skills; strong work ethic; and willingness to learn and improve in all aspects of the position

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

- Bachelor’s degree in accounting or business administration from an accredited university or college.
- At least 5 years of *relevant* work experience
- Must possess a valid state-issued driver’s license

Desired Education and Experience:

- Previous experience managing federal and/or state grants
- Knowledge of regulations, policies, and procedures which apply to governmental accounting, finance, and federal awards, including, but not limited to OMB 2 CFR 200, Generally Accepted Accounting Principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) pronouncements
- CPA and/or Certified Public Finance Officer (CPFO) certification or equivalent

**NOTE:** The Executive Director reserves the right to select a combination of the above criteria, which in his opinion, establishes a level of competency in the individual to satisfactorily fill the position.

*\*\*This company reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".\*\**