



State of South Carolina  
**Accountant/Fiscal Analyst II**

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Bamberg County, SC
<b>JOB TYPE</b>	FTE - Full-Time	<b>JOB NUMBER</b>	152600
<b>AGENCY</b>	Denmark Technical College	<b>DIVISION</b>	Business Office
<b>OPENING DATE</b>	07/20/2023	<b>CLOSING DATE</b>	Continuous
<b>RESIDENCY REQUIREMENT</b>	No	<b>CLASS CODE:</b>	AD22
<b>SLOT NUMBER:</b>	0002	<b>POSITION NUMBER:</b>	0136307
<b>NORMAL WORK SCHEDULE:</b>	Other	<b>NORMAL WORK SCHEDULE (OTHER):</b>	Monday - Thursday (8:00 am - 5:30 pm); Friday (8:30 am - 12:00 noon)
<b>PAY BAND</b>	Band 5	<b>OPENING DATE</b>	07/20/2023
<b>EEO STATEMENT</b>	Equal Opportunity Employer	<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	Please complete the State application to include current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application or to determine if an applicant has met the minimum qualifications and additional requirements for the position. Copies of unofficial college transcripts must be submitted for all positions that require a degree. Official transcripts will be required if offered the position. Denmark Technical College provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, - including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, or disability.
<b>VETERAN PREFERENCE STATEMENT</b>	South Carolina is making our Veterans a priority for employment in state agencies and institutions.		

## Job Responsibilities

Under limited supervision, position will report directly to Vice President of Fiscal Affairs. The position will assist in the development of the operating, grant, and auxiliary budgets for the College. Will ensure the College stays within budget across all funding sources and budget activity is reported accurately. Will also be primarily responsible to completing grant reconciliations for federal reporting and financial audit requirements. Will lead in the preparation of federal grant drawdown requests to ensure the College is reimbursed on a timely basis.

- Leads the development, monitoring, and management of the college's operating, grants, and auxiliary budgets. Manages the budget system, maintains system integrity, chart of accounts alignment, system, and process documentation. Coordinates budget system updates and modifications and end user training.
- Performs timely grant reporting and grant draw reimbursements. Monitoring the general accounting and monthly reconciliation of grant contracts. Assist with submitting required grant schedules for annual audit.
- Responsible for screening all requisition, D.E.Vs, purchase orders, travel requests and all other expenditure documentation to ensure budget availability.
- Serves in an additional support role during peak registration and student refund process.

## Minimum and Additional Requirements

High school diploma and professional experience in a related area such as accounting, auditing, finance or commercial lending.

## Preferred Qualifications

Bachelor's degree in accounting, finance, business, or related field and professional experience in a related area, such as accounting, budgeting, finance, or banking preferred. Intermediate knowledge of Microsoft Excel. Strong analytical skills. Excellent oral and written communication skills.

## Additional Comments

Fast-paced environment that may require extended work hours during budget development period, annual audit, peak registration and student refund processes. Overnight travel may be required for training purposes.

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### Agency

State of South Carolina

### Agency

Denmark Technical College

### Address

P.O. Box 327

Denmark, South Carolina, 29042

### Phone

803-793-5197

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