

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 5 2 6

Position Number

H 6 3

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Fiscal Accounting

Division / Section / Unit

Columbia / Richland

City / County

Anthony J Beatty

Employee Name

4 0

County Code

Y Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst III

Current State Title

A D 2 5

Alphanumeric Code

Slot

0 6

Band

F 5 2

Full / Part Time Indicator

3 7 . 5 0

Hours Per Week

1 9 5 0

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

A D 2 8

Alphanumeric Code

Slot

SOURCE OF FUNDING

0 0 0 . 0 0

State %

0 0 0 . 0 0

Federal %

1 0 0 . 0 0

Other %

☐ OHR COPY

☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H 6 3

Agency Code

A D 3 2

Alphanumeric Code

Slot

0 4

Authorized Date

2 8

2 0 1 6

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☒ Update

Accounting/Fiscal Manager III

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in accounting, finance, business or related field with at least 15 hours of accounting related courses and four years of professional experience directly related, such as accounting, auditing, or finance.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of the principles, practices, theories and terminology of accounting. Knowledge of state government fiscal and accounting processes. Ability to interpret and analyze financial transactions, records and reports. Ability to communicate effectively. Ability to make decisions based on logical assumptions, facts, and accurate data. Ability to follow state and agency policies and procedures.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under limited supervision, employee is expected to analyze and interpret complex financial data, verify and reconcile financial transactions and make necessary computations and adjustments.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1 0 0 7 7 6 2

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, performs professional accounting duties to include creating and maintaining accurate accounting records and reviewing and analyzing financial transactions.

2. Job Functions:

1. Maintains and updates the Agency's Fixed Assets System and conducts the annual physical inventory. Develops asset procedural manuals to be followed by the agency personnel. Determines and implements necessary revisions based on GASB pronouncements and state and agency policies and procedures. Provides technical assistance to shopping cart users and Procurement in asset determination and classification.

2. Acts as one of two authorized agency representatives overseeing, arranging, maintaining, and processing for the Bank of America Hotel P-Card Program by reviewing and arranging hotel arrangements for agency staff that require hotel accommodations while conducting official business of SCDE. Ensures that Bank of America payments are posted monthly for agency P-Cards and hotel accommodations.

3. Prepares the monthly Sales/Use Tax package for submission to the Department of Revenue. Reviews and evaluates transactions to determine the appropriate postings to include in the monthly SC Use Tax calculation. Coordinates with Accounts Payable clerks and agency procurement card holders to resolve issues. Monitors DOR's website and disseminates all local option tax changes to Accounts Payable clerks and Procurement Office.

4. Reviews, analyzes, and approves all agency deposits processed by the Accounts Receivable clerks for submission to the State Treasurer. Ensures all required documentation is maintained and in compliance with SCDE and state rules and regulations. Assists in the revisions of the AR Procedural manual.

5. Reviews and analyzes the agency's Trial Balance to ensure financial data accuracy. Reconciles situations when files are out of balance; researches errors and ensures corrective action is taken.

6. Assists Fiscal Accounting Manager by preparing the Asset and Inventory Reporting Packages as required by the Comptroller General at the end of each fiscal year.

7. Prepares financial reports for dissemination to interested parties. Collects, assimilates and ensures the accuracy of financial data for internal and external reporting requirements.

8. Performs other related duties as required.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

25

Essential

25

Essential

15

Essential

10

Essential

10

Marginal

5

Marginal

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 4 4 6

Position Number

H 6 3

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Grants Accounting

Division / Section / Unit

Columbia / Richland

City / County

4 0

County Code

Y Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst III

Current State Title

A D 2 5

Alphanumeric Code

Slot

0 6

Band

F 5 2

Full / Part Time Indicator

3 7 . 5 0

Hours Per Week

1 9 5 0

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

A D 2 8

Alphanumeric Code

Slot

SOURCE OF FUNDING

0 0 0 . 0 0

State %

1 0 0 . 0 0

Federal %

0 0 0 . 0 0

Other %

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☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H 6 3

Agency Code

A D 2 5

Alphanumeric Code

Slot

0 8

1 3

2 0 1 9

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☐ Update

Accountant/Fiscal Analyst III

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Update

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in Business Administration or Accounting and two years of accounting experience, or an Associate Degree in Business Administration or Accounting and four (4) years accounting experience, or a high school diploma and six years of accounting experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Limited supervision. Independent judgment and decision making skills necessary to perform the work.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

NA

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, performs advanced professional accounting duties of considerable difficulty to include the collection, verification, and processing of financial data. Duties require considerable judgment in developing approaches and techniques for solution of problems and maintenance of adequate records and reporting system.

2. Job Functions:

1. Receives, reviews, and maintains accurate accounting records from all school districts, other subrecipients, and program personnel for various state and federal programs. Prepares applicable monthly, quarterly, annual and special financial reports in order to meet state and federal reporting requirements.
2. Prepares grant budgets for various state and federal programs; approves reimbursement claims from school districts, other state agencies, and other entities, and communicates with sub-grantees or agency program staff to resolve potential problems when necessary.
3. Performs special projects to include in depth reconciliations as needed. Performs monthly grant reconciliations between GAPS and SCEIS. Prepares weekly draws on all grants assigned to this position.
4. Assists program directors in reviewing federal and state regulations, disseminating information to school districts and working with supervisors and school districts in the implementation of reporting requirements in order to meet grant guidelines.
5. Provides financial information as requested to state and federal auditors
6. Performs other duties as necessary as assigned by supervisor.

Essential / Marginal (E or M)	Percentage of Time
Essential	35
Essential	35
Essential	20
Essential	5
Marginal	3
Marginal	2

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1) _____	_____	Number of employees directly supervised: _____
(2) _____	_____	
(3) _____	_____	Total number supervised: _____

4. Comments:

Requesting reclassification of position from Fiscal Analyst II to Fiscal Analyst III to be in align with other staff members in the Grants Accounting Section.

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 4 3 3
Position Number

H 6 3
Agency Code

SC Department of Education
Agency Name

Office of Superintendent / Chief Finance
Officer / Fiscal Accounting

Columbia / Richland

Division / Section / Unit

City / County

Barbara J Coogler

4 0

Employee Name

County Code

Y Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst I

A D 2 0

0 4

Current State Title

Alphanumeric Code

Slot

Band

F 5 2
Full / Part Time Indicator

Accounting/Fiscal Manager I

A D 2 8

Supervisor State Title

Alphanumeric Code

Slot

SOURCE OF FUNDING

1 0 0 . 0 0
State %

0 0 0 . 0 0
Federal %

0 0 0 . 0 0
Other %

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☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H 6 3
Agency Code

A D 2 0
Alphanumeric Code

Slot

1 1

0 4

2 0 1 3

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☒ Update

Accountant/Fiscal Analyst I

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and experience in entry-level accounting or bookkeeping. A bachelor's degree may be substituted for required work experience. PREFER: An associate degree with accounting courses and one (1) year of accounting experience; or a high school diploma and four (4) years related financial experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of basic mathematics. Ability to pay close attention to detail. Ability to multitask. Ability to establish and maintain good working relations with staff members and the general public. Ability to communicate effectively.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under general supervision, employee is expected to manage time wisely and rely on experience and judgment to accomplish goals. Work is subject to be reviewed with the manager on a monthly basis. This position requires employee to follow state and agency policies and procedures in the processing of payments.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1 0 0 2 2 8 6
Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Serves as team leader within the Office of Finance to ensure that State Department of Education payables are processed in a timely and accurate manner and in compliance with State, SCDE & SCEIS policies and procedures.

2. Job Functions:

1. Process complex Governor's School for Math & Science (GSSM) & Governor' School for Arts & Humanities (GSAH) invoices and purchase orders for payment in the SCEIS financial system to include verification of price, quantities, receipt of goods and services, financial information and mathematic calculations. Ensures payment of invoices within 30 days.
2. Process complex office invoices for purchase orders, Direct Bills & Registrations for payment in the SCEIS financial system to include verification of price, quantities, receipt of goods and services, financial information and mathematic calculations. Ensures payment of invoices within 30 days.
3. Audits & mentors Fiscal Technician I on-line accounts payable payments to ensure invoices with purchase orders are input in the Accounts Payable SCEIS Module to generate a payment document that adheres to SCDE's payment policies & procedures in accordance with state procurement codes & other financial guidelines. Ensures a 30 day turn around on all SCDE accounts payable documents.
4. Provide assistance to SCDE internal offices & vendors concerning outstanding purchase orders, invoices and payment status.
5. Perform other related duties to include providing backup to team members during peak work periods and absences.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

40

Essential

30

Essential

20

Marginal

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 5 4 6

Position Number

H 6 3

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Financial Services

Division / Section / Unit

Columbia / Richland

City / County

Melanie T Cooper

Employee Name

4 0

County Code

N Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst III

Current State Title

A D 2 5

Alphanumeric Code

Slot

0 6

Band

F 5 2

Full / Part Time Indicator

3 7 . 5 0

Hours Per Week

1 9 5 0

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

A D 2 8

Alphanumeric Code

Slot

SOURCE OF FUNDING

0 3 0 . 0 0

State %

0 0 0 . 0 0

Federal %

0 7 0 . 0 0

Other %

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OFFICE OF HUMAN RESOURCES

H 6 3

Agency Code

Alphanumeric Code

Slot

Authorized Date

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☐ Update

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A Bachelor's Degree in Business Administration or Accounting and two years of accounting experience; or an Associate Degree in Business Administration or Accounting and four (4) years accounting experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of the basic principles of governmental accounting. Knowledge of state government fiscal and accounting processes. Knowledge of SC Education related state laws preferred. Highly proficient in Excel and Word. SCEIS experience preferred. Excellent written and verbal communication skills and the ability to establish and maintain effective working relationships with persons contacted in the course of work. Ability to research and analyze laws and regulations and make informed decisions.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Limited supervision. Independent judgment and sound decision making skills necessary to perform the work.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

Minimal overnight travel.

MISCELLANEOUS DATA

1 0 0 2 3 9 4

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Performs the daily activities relative to the accounting and financial reporting system for funds allocated to school districts, state agencies, and other entities. Develops and maintains a pupil accounting system and school district allocation system.

2. Job Functions:

	Essential / Marginal (E or M)	Percentage of Time
1. Generates monthly Education Improvement Act (EIA), State General Fund payments to school districts.	Essential	25
2. Reconciles payments for Medicaid services by school districts and provides matching funds on behalf of school districts to DHHS; Prepares monthly Medicaid summaries by program area and quarterly audit confirmation reports for districts.	Essential	5
3. Manages the Pupil Accounting and Student Accountability System reporting at the 45 and 135-day period.	Essential	20
4. Collects and maintains statewide database of National Board eligible educators, serves as agency contact with CERRA, and attends meeting(s) with district representatives regarding SCDE guidelines.	Essential	20
5. Assigns revenue and subfund numbers for school district payments. Maintains account code system for the agency.	Essential	5
6. Updates and publishes budget projections for school districts based on legislative action.	Essential	5
7. Provides technical assistance to school district and other department staff in using financial systems relative to school district funding.	Essential	5
8. Plans and prepares the collection and compilation of data in response to legislative requests for financial and accounting information.	Essential	10
9. Performs related duties and tasks as assigned.	Marginal	5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

Update to post position.

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027538

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Fiscal Accounting

Division / Section / Unit

Columbia / Richland

City / County

James E Coplin

Employee Name

40

County Code

Y

Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst II

Current State Title

AD22

Alphanumeric Code

Slot

05

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

AD28

Alphanumeric Code

Slot

SOURCE OF FUNDING

090.00

State %

000.00

Federal %

010.00

Other %

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AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

AD22

Alphanumeric Code

Slot

05

03

2016

Authorized Date

Delegated

New Position

Prototype

State Title Changes

Update

Accountant/Fiscal Analyst II

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION				FLSA Designation																													
Requested Action		Requested State Title		Alphanumeric Code																													
Supervisors Signature		Date		Other Required Signature																													
				Date																													
THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR																																	
<p>1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?</p> <p>A bachelor degree with fifteen(15) semester hours in accounting related courses and two (2) years of accounting experience; or an associate degree with twelve (12) semester hours in accounting related coursed and three (3) years of accounting experience; or a high school diploma and five (5) years of accounting experience. Qualifying experience must include at least one (1) year of supervising or reviewing the work of financial employees; assisting in the development, promulgation, and interpretation of accounting procedures and preparing management level financial reports requiring the depth research and analysis of accounting records of financial systems.</p> <p>2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?</p> <p>Knowledge of the principles, practices, theories and terminology of accounting. Knowledge of state government fiscal and accounting processes. Ability to interpret and analyze financial data, records and reports. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively. Ability to make decisions based logical assumptions, facts, and accurate data.</p> <p>3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.</p> <p>Under limited supervision employee is expected analyze and interpret data and make necessary computations. This position requires employees to follow state and agency policies and procedures and to disseminate accurate data to interested parties.</p> <p>4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).</p> <p>NA</p>																																	
				<p>MISCELLANEOUS DATA</p> <table><tr><td>1</td><td>0</td><td>0</td><td>2</td><td>4</td><td>0</td><td>3</td></tr><tr><td colspan="7">Employee Number</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="7">Position Dept. Number</td></tr></table>		1	0	0	2	4	0	3	Employee Number														Position Dept. Number						
1	0	0	2	4	0	3																											
Employee Number																																	
Position Dept. Number																																	

STATE OF SOUTH CAROLINA POSITION DESCRIPTION		
<p>1. <u>Job Purpose:</u></p> <p>Under general supervision, performs professional accounting duties in the Office of Finance; creates and maintains accurate accounting records; reviews and analyzes financial transactions; and supervises the accounts payable section.</p>		
2. <u>Job Functions:</u>	Essential / Marginal (E or M)	Percentage of Time
	Essential	30
	Essential	25

3. Serves as backup for the Bank of America monthly payment in case of absence. Serves as backup to the Fixed Asset Custodian (Fiscal Analyst III) in case of absence ensuring assets are properly assigned.	Essential	15
4. Reviews the SCEIS error file each morning and resolves any errors that have occurred. Reviews posted transactions to ensure proper coding is used. Responds to inquires and resolves problems for agency staff and vendors regarding payments.	Essential	10
5. Assists Fiscal Manager with the preparation of State and Federal financial reports to include the GAAP closing packets related to Accounts Payable.	Essential	10
6. Completes credit applications and hotel direct bill applications for SCDE offices establishing credit with vendors. Completes and distributes W-9 forms for agency and vendors as requested.	Marginal	5
7. Performs other related duties as required.	Marginal	5

3. **Position's Supervisory Responsibilities:**

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

	<u>STATE TITLE</u>	<u>NUMBER</u>	
(1)	<div></div>	<div></div>	Number of employees directly supervised: <div></div>
(2)	<div></div>	<div></div>	
(3)	<div></div>	<div></div>	Total number supervised: <div></div>

4. **Comments:**

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027443

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Fiscal Accounting

Columbia / Richland

Division / Section / Unit

City / County

Lori G Dean

40

Y

Y/N

Employee Name

County Code

Is Position in Central Office?

Accounting/Fiscal Manager I

AD28

07

Current State Title

Alphanumeric Code

Slot

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Accounting/Fiscal Manager II

AD30

0700

Supervisor State Title

Alphanumeric Code

Slot

0700.0000

State %

0000.0000

Federal %

0300.0000

Other %

SOURCE OF FUNDING

☐ OHR COPY ☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

AD28

Alphanumeric Code

Slot

05

02

2016

Authorized Date

☐ Delegated ☐ New Position ☐ Prototype

☐ State Title Changes ☒ Update

Accounting/Fiscal Manager I

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in accounting or business administration with fifteen (15) semester hours of accounting related courses and four (4) years of professional accounting experience, including two (2) years of supervisory experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Must be knowledgeable about state, federal, and local accounting procedures. Day to day SCEIS knowledge preferred.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

NA

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1004420

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, performs managerial duties relative to SDE's Fiscal Accounting functions. Develops, implements, and reviews Department policies and procedures to create and maintain all SDE financial transactions.

2. Job Functions:

1. Supervises the accounting section and coordinates the daily operations to ensure that required documentation and procedures are maintained.
2. Reviews and/or prepares account reconciliations including cash expenditures. Prepares and distributes receipt of revenue analysis and reports.
3. Supervises the preparation of State and Federal financial reports to include the GAAP closing packages, cash reconciliations, etc.
4. Reviews and approves journal vouchers to indicate financial adjustments.
5. Develops and implements all Department accounting policies and procedures to conform with the Generally Accepted Accounting Procedure (GAAP). Implements internal controls to comply with State and Federal Regulations.
6. Establishes and maintains a comprehensive chart of accounts to comply with SCEIS.
7. Performs other related duties as required.

Essential / Marginal (E or M)	Percentage of Time
Essential	50
Essential	15
Essential	10
Essential	10
Essential	5
Essential	5
Marginal	5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

- | | | |
|--|----------|--|
| (1) <u>Accountant/Fiscal Analyst III</u> | <u>1</u> | Number of employees directly supervised: <u>11</u> |
| (2) <u>Accountant/Fiscal Analyst II</u> | <u>1</u> | |
| (3) <u>Accountant/Fiscal Analyst I</u> | <u>4</u> | Total number supervised: <u>11</u> |

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 | 0 | 0 | 2 | 7 | 5 | 3 | 7 |

Position Number

H | 6 | 3 |

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Fiscal Accounting

Division / Section / Unit

Columbia / Richland

City / County

Janine R Fletcher

Employee Name

4 | 0 |

County Code

Y Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst I

Current State Title

A | D | 2 | 0 |

Alphanumeric Code

| | | |

Slot

0 | 4 |

Band

F | 5 | 2 |

Full / Part Time Indicator

3 | 7 | . | 5 | 0 |

Hours Per Week

1 | 9 | 5 | 0 |

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

A | D | 2 | 8 |

Alphanumeric Code

| | | |

Slot

SOURCE OF FUNDING

1 | 0 | 0 | . | 0 | 0 |

State %

0 | 0 | 0 | . | 0 | 0 |

Federal %

0 | 0 | 0 | . | 0 | 0 |

Other %

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☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H | 6 | 3 |

Agency Code

A | D | 2 | 0 |

Alphanumeric Code

| | | |

Slot

1 | 1 |

0 | 4 |

2 | 0 | 1 | 3 |

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☒ Update

Accountant/Fiscal Analyst I

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

| | | | |
Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and experience in entry-level accounting or bookkeeping. A bachelor's degree may be substituted for required work experience. PREFER: An associate degree with accounting courses and one (1) year of accounting experience; or a high school diploma and four (4) years related financial experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of basic mathematics. Ability to pay close attention to detail. Ability to multi-task. Ability to establish and maintain good working relations with staff members and the general public. Ability to communicate effectively.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under general supervision, employee is expected manage time wisely and rely on experience and judgment to accomplish goals. Work is subject to be reviewed with the manager on a monthly basis. This position requires employees to follow state and agency policies and procedures in the processing of payments.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1 | 0 | 0 | 2 | 2 | 0 | 3 |

Employee Number

| | | | |

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Serves as team leader within the Office of Finance to ensure that State Department of Education payables are processed in a timely and accurate manner and in compliance with State, SCDE and SCEIS policies and procedures.

2. Job Functions:

1. Process complex invoices for purchase orders, Direct Bills, Registrations, Enterprise rental cars, Agency state fleet lease cars and fuel cards for payment in the SCEIS financial system to included verification of price, quantities, receipt of goods and services, financial information and mathematic calculations. Ensures payment of invoices within 30 days.

2. Audit & mentors Fiscal Technician I on-line accounts payable payments to ensure invoices with purchase orders are input in the Accounts Payable SCEIS Module to generate a payment document that adheres to SCDE's payment policies & procedures in accordance with state procurement codes & other financial guidelines. Ensures a 30 day turn around on all SCDE accounts payable documents.

3. Provide assistance to SCDE internal offices & vendors concerning outstanding purchase orders, invoices and payment status.

4. Perform other related duties to include providing backup to team member during peak work periods and absences.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

40

Essential

35

Essential

20

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

(2)

(3)

Number of employees directly supervised: _____

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027535

H63

SC Department of Education

Position NumberAgency CodeAgency Name

Office of Superintendent / Chief Finance Officer / Grants Accounting

Columbia / Richland

Division / Section / UnitCity / County

D'Anestine Franklin

40

Y

Y/N

Employee NameCounty CodeIs Position in Central Office?

Fiscal Technician II

AD03

04

Current State TitleAlphanumeric CodeSlotBand

F52

37.50

1950

Full / Part Time IndicatorHours Per WeekBase Hours

Accounting/Fiscal Manager I

AD28

Supervisor State TitleAlphanumeric CodeSlot

100.00000000

000.000

000.000

State %Federal %Other %

SOURCE OF FUNDING

OHR COPY AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency CodeAlphanumeric CodeSlot

Authorized Date

Delegated New Position Prototype

State Title Changes Update

Approved State Title

Approved Signature Date Approved

REQUESTED ACTION INFORMATION

Reclass

Accountant/Fiscal Analyst I

AD20

Requested ActionRequested State TitleAlphanumeric Code

N FLSA Designation

Supervisors SignatureDateOther Required SignatureDate

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and work experience in collecting, scheduling, processing and reporting information in a data processing environment.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Must be able to exercise discretionary decision-making skills. Proficiency in Microsoft Office, EXCEL; Word, and Access.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

General Supervision.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1011224

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision, serves as team member responsible for auditing and processing for the State Department of Education (SCDE) accounts payable to ensure that payments are processed in a timely and accurate manner and in compliance with State, SCDE & SCEIS policies and procedures.

2. Job Functions:

1. Works within assigned team to process invoices and purchase orders for payment to include verification of price, quantities, and receipt of goods and services.
2. Performs on-line accounts payable input to generate payment documents in the SCEIS system. Ensures proper documentation is attached to each document and required SCEIS files are maintained. Ensures 5-day turn-around on all SCDE accounts payable.
3. Processes monthly entry for SCDE's Public Safety officer to the Department of Public Safety, substitute teacher payments, and fuel payments for agency's bus fleet.
4. Provides assistance to vendors who are having difficulties in receiving payments to include payment date, check numbers or direct deposit information, and invoices processed.
5. Provides back-up to fellow team members during peak work periods and absences.
6. Performs other duties as requested to accomplish team assignments.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

30

Essential

30

Essential

25

Marginal

5

Marginal

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

We are requesting a reclassification of this position from a Data Coordinator to a Fiscal Technician II. With the implementation of our new sub recipient system, the Grants Accounting Processing System (GAPS), we are more automated and less paper driven than in the past. Therefore, this position is expected to have a greater understanding of accounting and works more with processing payments to other entities and the entry of accounting information into SCEIS. Also, this position is expected to be the first line of communication on trouble shooting with the sub recipients as to any issues they are having with GAPS.

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027528

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Grants Accounting

Columbia / Richland

Division / Section / Unit

City / County

Pearlie J Gantt

40

Y

Y/N

Employee Name

County Code

Is Position in Central Office?

Accountant/Fiscal Analyst III

AD25

06

Current State Title

Alphanumeric Code

Slot

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Accounting/Fiscal Manager I

AD28

Supervisor State Title

Alphanumeric Code

Slot

100.00

State %

000.00

Federal %

000.00

Other %

SOURCE OF FUNDING

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor’s degree in Business Administration or Accounting and 2 years of accounting experience; or an associate degree in Business Administration or Accounting and four (4) years accounting experience, or a High School diploma and 6 years of accounting experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Independent judgment and decision making skills necessary to perform the work particularly in the absence of the supervisor. Knowledge of the basic principles of accounting. Knowledge of state government fiscal and accounting processing. Knowledge of the Grants Management module of SCEIS.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Limited Supervision. Employee must be able to self manage time to meet monthly, quarterly and yearly deadlines.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1006495

Employee Number

Position Dept. Number

☐ OHR COPY ☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

Alphanumeric Code

Slot

Authorized Date

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☐ Update

Approved State Title

Approved Signature

Date Approved

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, performs advanced professional accounting duties of considerable difficulty to include the collection, verification, and processing of financial data. Duties require considerable judgment in developing approaches and techniques for solution of problems and maintenance of adequate records and reporting system.

2. Job Functions:

1. Receives, reviews, and maintains accurate accounting records from all school districts and program personnel for various state and federal programs in order to prepare applicable monthly, quarterly, annual and special financial reports in order to meet state and federal reporting requirements for sub-grantee awards.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

40

2. Orders federal funds on various letter-of-credit systems and reconciles department's financial books to these letter-of-credit systems based on letter of credit process in place. Reviews process and makes any necessary changes in order to improve efficiency. Prepares all documents to accurately book letter-of-credit drawdowns. Researches discrepancies by contacting appropriate individuals including staff accountants, Office of the Treasurer and by looking up information in various reports and financial databases to ensure that corrective action is taken. Follows through on corrective actions ensuring promptness and correctness.

Essential

30

3. Prepares sub-grantee budgets and budget amendments for various state and federal programs; audits reimbursement claims from school districts, other state agencies, and other entities, processes payments based on these claims, and communicates with sub-grantees or agency program staff to resolve potential problems when necessary.

Essential

15

4. Serves as back-up in the absence of the Section Supervisor by providing guidance to office staff, program directors, and school districts and supervising daily office operations. Liaisons with the Director of Finance for any required signatures, etc.

Essential

5

5. Assists program directors in reviewing federal and state regulations, disseminating information to school districts and working with supervisors and school districts in the implementation of reporting requirements in order to meet grant guidelines.

Essential

5

6. Provides financial information as requested to state and federal auditors.

Marginal

3

7. Performs other duties as necessary as assigned by supervisor.

Marginal

2

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

This position is being updated to include the supervisory responsibility of the Data coordinator position that has recently been requested to be reclassified to a Fiscal Technician II.

5. The above description is an accurate and complete description of this job.

_____	_____
Employee's Signature	Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027548

H63

SC Department of Education

Position NumberAgency CodeAgency Name

Office of Superintendent / Chief Finance Officer / Fiscal Accounting

Columbia / Richland

Division / Section / UnitCity / County

Barbara A Green

40

Y

Y/N

Employee NameCounty CodeIs Position in Central Office?

Accountant/Fiscal Analyst I

AD20

04

Current State TitleAlphanumeric CodeSlotBand

F52

37.50

1950

Full / Part Time IndicatorHours Per WeekBase Hours

Accounting/Fiscal Manager I

AD28

Supervisor State TitleAlphanumeric CodeSlot

100.00000000

000.000

000.000

State %Federal %Other %

SOURCE OF FUNDING

OHR COPY AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency CodeAlphanumeric CodeSlot

Authorized Date

DelegatedNew PositionPrototype

State Title ChangesUpdate

Approved State Title

Approved SignatureDate Approved

REQUESTED ACTION INFORMATION

Requested ActionRequested State TitleAlphanumeric Code

N FLSA Designation

Supervisors SignatureDateOther Required SignatureDate

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and experience in entry-level accounting or bookkeeping. A bachelor's degree with multiple accounting courses may be substituted for the required work experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of basic mathematics. Ability to pay close attention to detail. Ability to multitask. Ability to establish and maintain good working relations with staff members and the general public. Ability to communicate effectively.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under general supervision, employee is expected to manage time wisely and rely on experience and judgment to accomplish goals. Work is subject to be reviewed with the manager on a monthly basis. This position requires employee to follow state and agency policies and procedures in the processing of payments.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1002373

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision, this position is responsible for auditing and processing travel reimbursements, registration fees and accounts payable documents for the South Carolina Department of Education (SCDE) to ensure transactions are processed in a timely and accurate manner and in compliance with State, SCDE, & SCEIS policies and procedures.

2. Job Functions:

1. Process all travel claims for SCDE employees. Insures all travel claims are processed within 5 business days.
2. Process registration fees for SCDE within 5 days of receipt.
3. Performs on-line accounts payable input to generate a payment document. Insures a 5-day turn around on assigned vendors.
4. Provides payment and check status to offices when needed. Requests cancelled checks from agency cashier and sends to vendors as needed.
5. Add new vendors to the Comptroller General's master vendor file.
6. Provides other related duties as required.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

35

Essential

25

Essential

15

Essential

15

Essential

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027449

H63

SC Department of Education

Position NumberAgency CodeAgency Name

Office of Superintendent / Chief Finance Officer / Fiscal Accounting

Columbia / Richland

Division / Section / UnitCity / County

Yashica D Harmon

40

Y

Y/N

Employee NameCounty CodeIs Position in Central Office?

Accountant/Fiscal Analyst I

AD20

04

Current State TitleAlphanumeric CodeSlotBand

F52

37.50

1950

Full / Part Time IndicatorHours Per WeekBase Hours

Accounting/Fiscal Manager I

AD28

Supervisor State TitleAlphanumeric CodeSlot

100.00000000

000.000

000.000

State %Federal %Other %

REQUESTED ACTION INFORMATION

Requested ActionRequested State TitleAlphanumeric Code

Supervisors SignatureDateOther Required SignatureDate

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and experience in entry-level accounting or bookkeeping. A bachelor's degree may be substituted for required work experience. PREFER: An associate degree with 12 semester hours in accounting an related courses; or high school graduate and three (3) years of clerical accounting or bookkeeping experience; or four (4) years of clerical accounting or bookkeeping experience; or any equivalent combination of education, training, or experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of the principles, practices, theories and terminology of accounting. Knowledge of state government fiscal and accounting processes. Ability to proficiently apply mathematical concepts. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under general supervision, employee is expected to analyze and interpret data and make necessary computations. This position requires employees to follow state and agency policies and procedures and to disseminate accurate data to interested parties.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

OHR COPYAGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

AD20

Agency CodeAlphanumeric CodeSlot

06

02

2018

Authorized Date

☒

Delegated

☐

New Position

☐

Prototype

☒

State Title Changes

☐

Update

Accountant/Fiscal Analyst I

Approved State Title

Approved SignatureDate Approved

N

FLSA Designation

MISCELLANEOUS DATA

1011126

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, performs professional accounting duties to include the preparation of Other Receivables Financial Report at year end, maintaining agency statements by reviewing and reconciling all invoices over 30 days old, reviewing and processing all Non-District Interdepartmental Transfers (IDTs) for the agency and serves as back-up for Accounts Receivable and the Fixed Asset Custodian.

2. Job Functions:

1. Maintains the agency vendor statement file by researching all invoices over 30 days, communicating with Accounts Payable, bus shops, and program staff to resolve problems. Also, communicates with vendors to resolve payment issues to include obtaining proof of delivery documentation, copies of invoices, and invoice credits or refunds.

2. Monitors the SCEIS Interdepartmental Transfers (IDT) document list for the entire agency insuring that all payments due to other state agencies are paid promptly and have the proper approval and financial coding. Processes all non-district IDT invoices for payment.

3. Serves as backup to the Fiscal Asset Custodian (Fiscal Analyst III) by maintaining and updating the agency's fixed assets, conducting the annual physical inventory, and other transactions when needed.

4. Serves as backup to the Accounts Receivable Clerk by preparing agency deposits, reviewing, and processing contingency and payroll checks during absences and peak work periods.

5. Prepares financial reports as requested by management and assists in the yearly preparation of the Other Receivable Reporting Package.

6. Performs other duties as required.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

25

Essential

25

Essential

25

Essential

10

Essential

10

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

61089475

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance Officer / Finance

Columbia / Richland

Division / Section / Unit

City / County

Daniel B Haven

40

Y

Y/N

Employee Name

County Code

Is Position in Central Office?

Accountant/Fiscal Analyst III

AD25

06

Current State Title

Alphanumeric Code

Slot

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Accounting/Fiscal Manager II

AD30

Supervisor State Title

Alphanumeric Code

Slot

100.00

State %

000.00

Federal %

000.00

Other %

SOURCE OF FUNDING

☐ OHR COPY ☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

Agency Code

Alphanumeric Code

Slot

Authorized Date

☐ Delegated ☐ New Position ☐ Prototype

☐ State Title Changes ☐ Update

Approved State Title

Approved Signature Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?
A Bachelor's Degree in Business Administration or Accounting and two years of accounting experience; or an Associate Degree in Business Administration or Accounting and four (4) years accounting experience. Preferred experience in South Carolina school district finance, accounting, auditing or procurement.
2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?
Knowledge of the basic principles of governmental accounting. Knowledge of South Carolina school district fiscal and accounting processes. Knowledge of SC Education related state laws preferred. Highly proficient in Excel and Word. Excellent written and verbal communication skills and the ability to establish and maintain effective working relationships with persons contacted in the course of work. Ability to research and analyze laws and regulations and make informed decisions.
3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.
Limited supervision. Independent judgment and sound decision making skills necessary to perform the work
4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).
Minimal overnight travel.

MISCELLANEOUS DATA

1009892

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Performs the daily activities relative to the Fiscal Practices Legislation (S.C. Code Ann. § 59-20-90). Develops and maintains a fiscal practices tracking system. Conducts technical assistance and professional development for LEAs declared on fiscal caution, watch or emergency. Develops and fosters implementation of internal control recommendations and best practices related to the fiscal integrity of school districts and the SCDE. Coordinates and prepares both standard and ad hoc reporting for state and federal compliance.

2. Job Functions:

	Essential / Marginal (E or M)	Percentage of Time
1. Analyses annual audits, accounting reports, financial procedures manuals, and other applicable documentation to determine the need for a fiscal declaration. Analyses LEA Financial Statements for minimum fund balance reserve requirement under Fiscal Practices Legislation. Generates official fiscal practices correspondence to LEAs declared in fiscal practices legislation	Essential	25
2. Reviews and approves and/or disapproves LEA Financial Recovery Plans. Visit and inspect districts under fiscal caution and fiscal emergency. Provides technical assistance and professional development to school districts tailored to their specific needs	Essential	25
3. Develops and fosters implementation of internal control recommendations and best practices related to the fiscal integrity of school districts and the SCDE.	Essential	15
4. Collects and maintains statewide database of LEAs on Fiscal Practices designation, completes year end Fiscal Practices Summary Report, and attends meeting(s) with district representatives regarding SCDE Fiscal Practices guidelines.	Essential	10
5. Plans and prepares the collection and compilation of data in response to legislative requests for financial and accounting information.	Essential	10
6. Coordinates and prepares both standard and ad hoc reporting for state and federal compliance.	Essential	10
7. Performs other related duties and tasks as assigned.	Marginal	5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

Position Description entered in system by Kim Moss.

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 | 0 | 0 | 2 | 7 | 6 | 2 | 5 |
Position Number

H | 6 | 3 |
Agency Code

SC Department of Education
Agency Name

Office of Superintendent / Chief Finance
Officer / Instructional Materials

Columbia / Richland
City / County

Division / Section / Unit

Jeanna L Honore
Employee Name

4 | 0 |
County Code

N | Y/N
Is Position in Central Office?

Program Coordinator I
Current State Title

A | H | 3 | 5 |
Alphanumeric Code

Slot

0 | 5 |
Band

F | 5 | 2 |
Full / Part Time Indicator

Accounting/Fiscal Manager I
Supervisor State Title

A | D | 2 | 8 |
Alphanumeric Code

Slot

3 | 7 | . | 5 | 0 |
Hours Per Week

Base Hours

1 | 9 | 5 | 0 |

Base Hours

SOURCE OF FUNDING

0 | 0 | 0 | . | 0 | 0 |
State %

0 | 0 | 0 | . | 0 | 0 |
Federal %

1 | 0 | 0 | . | 0 | 0 |
Other %

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title
Alphanumeric Code

E | FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree and relevant experience in business administration, public administration or administrative services and two (2) years of accounting experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Microsoft Office as well as the ability to learn and understand the Destiny Textbook Management system. The ability to communicate effectively with District and School personnel is essential. Incumbent must have excellent organizational skills, project coordination, and time management skills. Exceptional oral skills and team work are a must. Must be able to communicate and interact effectively with diverse audiences. Understand annual inventory and billing cycles.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Limited supervision; able to perform job duties independently.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

Employee must be able and willing to travel up to four nights per week and provide his/her own transportation if necessary. This position will require overnight travel for training seminars and textbook reviews.

MISCELLANEOUS DATA

1 | 0 | 0 | 2 | 1 | 5 | 1 |
Employee Number

Position Dept. Number

☐ OHR COPY

☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H | 6 | 3 |
Agency Code

A | H | 3 | 5 |
Alphanumeric Code

Slot

0 | 1 |

0 | 6 |

2 | 0 | 1 | 6 |

Authorized Date

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☒ Update

Program Coordinator I
Approved State Title

Approved State Title

Approved Signature

Date Approved

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, responsible for coordinating the implementation and maintenance of the Free Textbook Program Web based inventory management and ordering system for local educational agencies (school districts, charter schools, independent area vocational and alternative schools, state schools and county boards of education).

2. Job Functions:

1. Coordinates the implementation and maintenance of the statewide Web based instructional materials inventory management system with depository, school, district, state administrative staff, publishers and vendors under state contract to provide software and implementation services. Develops complex implementation schedules and sophisticated presentation and training materials. Serves as lead presenter at statewide meetings, presenting to a diverse audience.
2. Assist in the distribution of the annual request to publishers to provide Most Favored Purchases (MFP) contract price files to assure vendor compliance with MFP laws and regulations by comparing SC textbook contract prices with other adoptions states. Help facilitate the review of MFP contract price data by audit staff and assist in the compilation of the summary report of discrepancies and corrective actions.
3. Coordinates the planning, scheduling and registration for the annual SC Instructional Materials Caravan and District Textbook Coordinator's Meetings. Schedules and coordinates other training requested by school districts.
4. Provides assistance and training to office, school and district staff in utilizing Destiny to process orders, returns, transfers, exchanges, inventory adjustments, and allocation transfers.
5. Prepare presentation and training materials for the instructional materials audit program. Prepare annual statewide lost instructional material invoices and reconcile monthly statements of outstanding receivables.
6. Coordinates revision and distribution of revised Instructional Materials Management Procedures for Schools.
7. Performs other duties as assigned.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

45

Essential

10

Essential

15

Essential

5

Essential

15

Essential

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027544

H63

SC Department of Education

Position NumberAgency CodeAgency Name

Office of Superintendent / Chief Finance
Officer / Grants Accounting

Columbia / Richland

Division / Section / UnitCity / County

Diane H House

40

Y

Y/N

Employee NameCounty CodeIs Position in Central Office?

Accounting/Fiscal Manager I

A28

07

Current State TitleAlphanumeric CodeSlotBand

F52

37.50

1950

Full / Part Time IndicatorHours Per WeekBase Hours

Accounting/Fiscal Manager II

A30

100.00

000.00

000.00

Supervisor State TitleAlphanumeric CodeSlotState %Federal %Other %

SOURCE OF FUNDING

OHR COPY AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency CodeAlphanumeric CodeSlot

Authorized Date

DelegatedNew PositionPrototype

State Title ChangesUpdate

Approved State Title

Approved SignatureDate Approved

REQUESTED ACTION INFORMATION

Update

Requested ActionRequested State TitleAlphanumeric Code

FLSA Designation

Supervisors SignatureDateOther Required SignatureDate

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in accounting or business administration with fifteen (15) semester hours of accounting related courses and four (4) years of professional accounting experience, including two (2) years of supervisory experience. Must be knowledgeable about state, federal, and local accounting procedures.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Works under limited supervision to provide assistance on compliance with sound financial management standards and state and federal laws and regulations.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

NA

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1002490

Employee NumberPosition Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Responsible for managing the Grants Accounting Section of the State Department of Education. Supervises the accounting and financial reporting for funds allocated to school districts, state agencies, and other entities. Monitors grant and contract provisions and insures compliance with federal and state laws and regulations.

2. Job Functions:

1. Manages the Grants Accounting Section.

2. Coordinates with program staff to expedite the budget and approval processes for all state and federal grants to school districts, state agencies, and other entities. Facilitates coordination with program staff and finance staff to ensure that funds are budgeted in appropriate categories to fulfill grant obligations. Directs the establishment and maintenance of grant database to ensure that all grants are properly documented and allocated from correct funding sources.

3. Supervises grant and contract activities and develops policies and procedures for all related compliance issues. Develops and implements controls for allocation and reporting of relative costs to grants and/or contracts.

4. Manages the coordination and review of all grants and contracts with program and finance staff to insure budget accuracy and compliance with fiscal requirements.

5. Directs the preparation of financial status reports to close out federal grants and to provide periodic review in coordination with SDE program and budget staff.

6. Supervises the cash management function for all active federal awards to SDE. Directs and reviews indirect cost calculations and recoveries.

7. Serves as liaison with school district personnel and federal and or state auditors on grant information and compliance issues.

8. Provides training on grant policies and procedures to program staff in periodic workshops, office-wide meetings, and individual sessions as required.

9. Maintains several SDE Decode Tables, including Project Component Code, County-District ID Code, and Project Accounting Codes.

10. Performs related duties and tasks as required.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

20

Essential

15

Essential

10

Essential

10

Essential

10

Essential

10

Essential

10

Essential

5

Essential

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1) Accountant/Fiscal Analyst III

1

Number of employees directly supervised: 9

(2) Accountant/Fiscal Analyst II

7

(3) Data Coordinator I

1

Total number supervised: 9

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6	0	0	2	7	5	2	5
---	---	---	---	---	---	---	---

Position Number

H	6	3
---	---	---

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance Officer / Instructional Materials

Division / Section / Unit

Columbia / Richland

City / County

George B Jeffcoat

Employee Name

4	0
---	---

County Code

N

 Y/N

Is Position in Central Office?

Program Coordinator I

Current State Title

A	H	3	5
---	---	---	---

Alphanumeric Code

--	--	--	--

Slot

0	5
---	---

Band

F	5	2
---	---	---

Full / Part Time Indicator

3	7	.	5	0
---	---	---	---	---

Hours Per Week

1	9	5	0
---	---	---	---

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

A	D	2	8
---	---	---	---

Alphanumeric Code

--	--	--	--

Slot

SOURCE OF FUNDING

1	0	0	.	0	0
---	---	---	---	---	---

State %

0	0	0	.	0	0
---	---	---	---	---	---

Federal %

0	0	0	.	0	0
---	---	---	---	---	---

Other %

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OFFICE OF HUMAN RESOURCES

H	6	3
---	---	---

Agency Code

--	--	--	--

Alphanumeric Code

--	--	--	--

Slot

Authorized Date

☐ Delegated☐ New Position☐ Prototype☐ State Title Changes☐ Update

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Update

Requested Action

Requested State Title

--	--	--	--

Alphanumeric Code

E

 FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in finance, business administration, or related field and two (2) years of financial experience; or an associate degree in finance, business administration, or related field and four (4) years of financial experience; or a high school diploma and six (6) years of financial experience; or any equivalent combination of education, training, or experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Microsoft Office as well as the ability to learn and understand web-based inventory system. Must have skills to communicate effectively and ability to interpret and apply laws, regulations, policies and procedures.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Limited supervision; able to perform job duties independently and exercise own judgement and discretion.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

The incumbent must be able and willing to travel periodically. This position involves some overnight travel. The incumbent must have the ability to present materials in a professionally written and/or verbal format and ability to deal diplomatically with sensitive issues and maintain professional integrity and ethics.

MISCELLANEOUS DATA

1	0	0	6	6	4	7
---	---	---	---	---	---	---

Employee Number

--	--	--	--	--

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision of the manager this position acts as the Team Lead, and oversees the monitoring within the Free Textbook Program to ensure compliance with State laws, State Board of Education regulations, and State Department of Education policies and procedures.

2. Job Functions:

1. Not only provides technical assistance to schools and school districts but also coordinates the daily operations for the office.

2. Conducts on-site reviews to verify state-owned textbook inventories in local education agencies (school districts, charter schools, independent area vocational and alternative schools, state schools, and county boards of education) to ensure compliance with requirements of Title 59-31, R43-71, and Instructional Materials Management Procedures for Schools.

3. Inspects patron records to ensure adequate documentation is maintained for instructional materials issued to and returned from students and teachers. Verifies existence and accuracy of records for collection of fees/fines for lost and damaged instructional materials from patrons. Verifies sufficient documentation for hardship exemptions.

4. Monitors inventory records for lost and damaged instructional materials in order to assist schools and districts with state wide inventory.

5. Inspects bookroom storage access and reviews storage procedures for state-owned instructional materials to prevent loss from theft and environmental concerns. Identifies surplus inventory and damaged instructional materials suitable for rebinding in the bookroom for return to the central textbook depository.

6. Assist Instructional Materials Manager and performs other duties as assigned.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

50

Essential

10

Essential

10

Essential

15

Essential

5

Essential

10

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 4 3 2

Position Number

H 6 3

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Instructional Materials

Division / Section / Unit

Columbia / Richland

City / County

Vauline C Johnson

Employee Name

4 0

County Code

N Y/N

Is Position in Central Office?

Program Assistant

Current State Title

A H 3 0

Alphanumeric Code

Slot

0 4

Band

F 5 2

Full / Part Time Indicator

3 7 . 5 0

Hours Per Week

1 9 5 0

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

A D 2 8

Alphanumeric Code

Slot

SOURCE OF FUNDING

1 0 0 . 0 0

State %

0 0 0 . 0 0

Federal %

0 0 0 . 0 0

Other %

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☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H 6 3

Agency Code

A H 3 0

Alphanumeric Code

Slot

1 0

Authorized Date

1 7

Authorized Date

2 0 1 7

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

☒ State Title Changes

☐ Update

Program Assistant

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and four (4) years work experience that is directly related to the area of employment. A bachelor's degree may be substituted for the work experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Extensive knowledge of Microsoft Office and must have skills to communicate effectively. Must be able to interpret and apply laws, regulations, policies and procedures. Able to exercise judgment and discretion.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Employee must be willing to work independently with little supervision. Must have knowledge of laws, regulations, policies, and procedures relevant to the area of instructional materials.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

Job requires some overtime during the call for bid and could have some overnight travel.

MISCELLANEOUS DATA

1 0 0 1 8 1 2

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision, processes the call for bid and provides reports needed by the Office of Finance, districts, publishers, and Central Depository by providing information on ordering materials, bids, contracts, and contract amendments.

2. Job Functions:

1. Generate contracts for newly adopted instructional materials, incorporates changes and amendments as indicated by publishers, and provides updated information to the Central Depository. Acts as liaison for publishers and the Central Depository throughout the adoption process to implement continuous changes.

2. Designs and maintains extensive databases for all materials submitted for bids by publishers during each adoption cycle and generates reports, bid tabulations, ancillary lists, and contracts for districts, publishers, Instructional Material Review Panels, and the Department.

3. Disseminates nationally, the Call for Bids and pertinent information to publishers for submitting sealed bids. Serves as the liaison for publishers in responding to questions and facilitating the submission of bids, contracts, contract extensions, and contract amendments.

4. Communicates policies and procedures to aid publishers/vendors with monetary bid, contract, and bond issues. Processes and audits monetary data for instructional materials "good faith" monies for yearly instructional materials adoption cycle. Prepares and distributes monetary refunds for successful and unsuccessful bidders.

5. Generates and provides schools and districts with reports and information for ordering samples of newly adopted materials for areas with low-student enrollments. Interprets newly adopted information to assist schools and district personnel with instructional material selections. Responds to general correspondence from schools, districts, and publishers.

6. Reviews, approves, and monitors online publishers' ancillary catalogs and order forms to assure compliance.

7. Performs related duties as required.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

35

Essential

25

Essential

10

Essential

10

Essential

10

Essential

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027534

H63

SC Department of Education

Position NumberAgency CodeAgency Name

Office of Superintendent / Chief Finance
Officer / Instructional Materials

Columbia / Richland

Division / Section / UnitCity / County

Clare L Luther

40

Y

Y/N

Employee NameCounty CodeIs Position in Central Office?

Accounting/Fiscal Manager I

AD28

07

Current State TitleAlphanumeric CodeSlotBand

F52

37.50

1950

Full / Part Time IndicatorHours Per WeekBase Hours

Accounting/Fiscal Manager II

AD30

Supervisor State TitleAlphanumeric CodeSlot

000.000

000.000

100.000

State %Federal %Other %

REQUESTED ACTION INFORMATION

Requested ActionRequested State TitleAlphanumeric Code

Supervisors SignatureDateOther Required SignatureDate

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in accounting or business administration with fifteen (15) semester hours in accounting related courses and four (4) years of professional accounting experience, including two (2) years of supervisory experience.
2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Must be knowledgeable about state, federal, and local accounting procedures.
3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Works under limited supervision to provide assistance on compliance with sound financial management standards and state and federal laws and regulations
4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

Must be able and willing to travel up to four nights per week and provide his/her own transportation to the audit site. This position involves 15-30% in-state overnight travel. Must have the ability to present findings in a professionally written and/or verbal format and ability to deal diplomatically with sensitive issues and maintain professional integrity and ethics.

OHR COPY AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

AD28

Agency CodeAlphanumeric CodeSlot

04

16

2015

Authorized Date

DelegatedNew PositionPrototype

State Title Changes Update

Accounting/Fiscal Manager I

Approved State Title

Approved SignatureDate Approved

E FLSA Designation

MISCELLANEOUS DATA

1002221

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

To manage the statewide textbook system and to ensure compliance with EFA and EIA state funding and to provide technical assistance in both. Perform daily managerial duties relative to State Department of Education's (SCDE) budgeting functions. Provides leadership and manages the SCDE budget to ensure that the various program budgets are effectively monitored in accordance with all State and Federal regulations.

2. Job Functions:

1. Plans, organizes, and supervises, the daily activities of the Instructional Materials Section and budget team.

2. Ensures that accurate financial documentation is maintained properly and that payments and receipts for the state textbook program are processed and conform to Generally Accepted Accounting Principals (GAAP). Develops and implements state textbook procedures and regulations. Reviews and manages instructional materials allocation and state inventory.

3. Performs special projects and other related duties as required.

4. Directs and supervises all budgetary activities of the agency, ensures compliance with regulations, develops and implements budgetary policies and procedures, assists with the preparation of budget projections, and manages the daily budget section operations. Writes correspondence and answers requests for financial data from queries both inside and outside the SCDE. Plans and prepares the collection and compilation of data in response to legislative requests for financial and accounting information. Coordinates, plans and provides professional training for staff on department budget reports, LAN budget system, budget transfers, and management of office budgets

5. Manage the preparation of financial reports for agency staff, GSAH, GSSM, and the Office of First Steps. Review and approve appropriation cash transfers, budget vouchers, transfer vouchers, journal vouchers, and transfer documentation forms. Direct the accounting of all capital improvements to insure that all projects are approved, maintained and accurately recorded. Develop and supervise the preparation of all internal cost allocations to include office rent, telephone charges and single audit charges. Responsible for the preparation and submission of the agency's indirect cost proposal.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

25

Essential

20

Marginal

5

Essential

25

Essential

25

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1) Auditor III

2

Number of employees directly supervised: 6

(2) Accountant/Fiscal Analyst II

2

(3) Program Coordinator II

1

Total number supervised: 6

4. Comments:

Updated PD to reflect Clare Luther. Added Supervisor Responsibility - Program Coordinator II. 8/11/16 added duties as supervisor of the budget section, supervision of Acct/Fiscal Analyst II and planned addition of another one to that section.

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 4 3 9
Position Number

H 6 3
Agency Code

SC Department of Education
Agency Name

Office of Superintendent / Chief Finance
Officer / Fiscal Accounting

Columbia / Richland
City / County

Division / Section / Unit

Tonya M McLone
Employee Name

4 0
County Code

Y Y/N
Is Position in Central Office?

Accountant/Fiscal Analyst I
Current State Title

A D 2 0
Alphanumeric Code

Slot

0 4
Band

F 5 2
Full / Part Time Indicator

3 7 . 5 0
Hours Per Week

Base Hours

1 9 5 0

Base Hours

Accounting/Fiscal Manager I
Supervisor State Title

A D 2 8
Alphanumeric Code

Slot

SOURCE OF FUNDING

1 0 0 . 0 0
State %

0 0 0 . 0 0
Federal %

0 0 0 . 0 0
Other %

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title
Alphanumeric Code

E FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and experience in entry-level accounting or bookkeeping. A bachelor's degree may be substituted for required work experience. PREFER: An associate degree with accounting courses and two (2) years of accounting experience; or a high school diploma and four (4) years related financial experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of basic mathematics. Ability to pay close attention to detail. Ability to multitask. Ability to establish and maintain good working relations with staff members and the general public. Ability to communicate effectively.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under general supervision, employee is expected to manage time wisely and rely on experience and judgment to accomplish goals. Work is subject to be reviewed with the manager on a monthly basis. This position requires employee to follow state and agency policies and procedures in the processing of payments.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1 0 1 2 1 1 6
Employee Number

Position Dept. Number

OHR COPY

AGENCY COPY

OFFICE OF HUMAN RESOURCES

H 6 3
Agency Code

Alphanumeric Code

Slot

Authorized Date

Delegated

New Position

Prototype

State Title Changes

Update

Approved State Title

Approved Signature

Date Approved

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Serves as team member within the Office of Finance to ensure that State Department of Education's travel reimbursements and payables are processed in a timely and accurate manner and in compliance with State, SCDE & SCEIS policies and procedures.

2. Job Functions:

1. Process all hotel PCard transactions for agency employees and in WORKS. Ensures all required paperwork from employees is attached for payment processing. Notifies management immediately of any unauthorized pending charges or required paperwork from employees that is not received within 5 days from traveling.
2. Process all travel claims for state and non-state SCDE, Governor's School of Science & Math, Governor's School for Arts & Humanities. Ensures travel reimbursements are received and processed within 5 days of receipt.
3. Process invoices by purchase order or direct bill in the Accounts Payable SCEIS module to generate payments documents that adhere to SCDE's payment policies & procedures in accordance with state procurement codes & other financial guidelines. Ensures a 30 day turn around on all SCDE accounts payable documents.
4. Provides assistance to agency offices or staff in regards to travel inquires, changes to travel policies, and payment status of purchase orders and direct payments.
5. Performs other related duties to include providing backup to team members during peak work periods or absences. Assists Fiscal Accounting Manager or AP Lead with special projects when needed.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

35

Essential

30

Essential

20

Marginal

10

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1) _____

(2) _____

(3) _____

Number of employees directly supervised: _____

Total number supervised: _____

4. Comments:

Change her Position Number to 60025900

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 | 0 | 0 | 2 | 7 | 5 | 4 | 7 |
Position Number

H | 6 | 3 |
Agency Code

SC Department of Education
Agency Name

Office of Superintendent / Chief Finance
Officer / Financial Services

Columbia / Richland
City / County

Division / Section / Unit

Nicholas L Michael
Employee Name

4 | 0 |
County Code

Y Y/N
Is Position in Central Office?

Accounting/Fiscal Manager I
Current State Title

A | D | 2 | 8 |
Alphanumeric Code

Slot

0 | 7 |
Band

F | 5 | 2 |
Full / Part Time Indicator

3 | 7 | . | 5 | 0 |
Hours Per Week

1 | 9 | 5 | 0 |
Base Hours

Accounting/Fiscal Manager II
Supervisor State Title

A | D | 3 | 0 |
Alphanumeric Code

Slot

SOURCE OF FUNDING

1 | 0 | 0 | . | 0 | 0 |
State %

0 | 0 | 0 | . | 0 | 0 |
Federal %

0 | 0 | 0 | . | 0 | 0 |
Other %

☐ OHR COPY

☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H | 6 | 3 |
Agency Code

A | D | 2 | 8 |
Alphanumeric Code

Slot

0 | 3 |

0 | 8 |

2 | 0 | 1 | 6 |

Authorized Date

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☒ Update

Accounting/Fiscal Manager I
Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

E FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in accounting or business administration with fifteen (15) semester hours in accounting related courses and four (4) years of professional accounting experience, including two (2) years of supervisory experience. Must be knowledgeable about state, federal and local accounting procedures.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Employee must have a thorough understanding of the principles of financial management. Must have strong management and organizational skills as well as extensive knowledge of governmental accounting. Must have appropriate computer skills. S. C. school district accounting policies and procedures knowledge preferred. Employee must have good public relation skills to adequately represent the Department. Must be able to make sound recommendations to management.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Works under limited supervision to provide assistance on compliance with sound financial management standards and state and federal laws and regulations.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

No additional comments.

MISCELLANEOUS DATA

1 | 0 | 1 | 1 | 3 | 6 | 5 |
Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, manages school district allocations for the Education Improvement Act (EIA), Education Finance Act (EFA) and Charter School Allocations. Manages financial reporting systems and activities relative to the Professional Certified Staff Listing (PCS), pupil accounting system (PowerSchool), student accountability system, In\$ite Financial Reporting and ESSA Financial Report Card information.

2. Job Functions:

	Essential / Marginal (E or M)	Percentage of Time
1. Manages the EIA and EFA, General Fund, Lottery allocations, Charter Schools and Payments Section to ensure compliance with state regulations and laws.	Essential	25
2. Directs the maintenance of the Professional Certified Staff Listing (PCS), pupil accounting and student accountability systems.	Essential	25
3. Provides technical assistance to school districts and agency staff relative to school district funding.	Essential	10
4. Responds to requests for financial data from queries both inside and outside the SCDE. Plans and prepares the collection and compilation of data in response to legislative requests for financial accounting information.	Essential	20
5. Preparation of budget projections for school districts using data received from legislative staff.	Essential	10
6. Manages the completion of various state and federal reporting.	Marginal	5
7. Other duties as assigned.	Marginal	5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1) <u>Accountant/Fiscal Analyst III</u>	<u>1</u>	Number of employees directly supervised: <u>2</u>
(2) <u>Accountant/Fiscal Analyst II</u>	<u>1</u>	
(3) _____	_____	Total number supervised: <u>2</u>

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 5 4 0
Position Number

H 6 3
Agency Code

SC Department of Education
Agency Name

Office of Superintendent / Chief Finance
Officer / Grants Accounting

Columbia / Richland
City / County

Division / Section / Unit

Stanley M Montgomery
Employee Name

4 0
County Code

Y Y/N
Is Position in Central Office?

Accountant/Fiscal Analyst III
Current State Title

A D 2 5
Alphanumeric Code

Slot

0 6
Band

F 5 2
Full / Part Time Indicator

3 7 . 5 0
Hours Per Week

1 9 5 0
Base Hours

Accounting/Fiscal Manager I
Supervisor State Title

A D 2 8
Alphanumeric Code

Slot

SOURCE OF FUNDING

0 0 0 . 0 0
State %

1 0 0 . 0 0
Federal %

0 0 0 . 0 0
Other %

☐ OHR COPY

☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H 6 3
Agency Code

Alphanumeric Code

Slot

Authorized Date

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☐ Update

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree with fifteen (15) semester hours in accounting related courses and two years of accounting experience; or an associate degree with fifteen (15) semester hours in accounting related courses and three (3) years of accounting experience. Qualifying experience must include at least one (1) year of assisting in the development, promulgation, and interpretation of accounting procedures; and preparing management level financial reports requiring in depth research and analysis of accounting records or financial systems.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of the basic principles of accounting. Knowledge of state government fiscal and accounting processing. Knowledge of the Grants Management module and Funds Management module of SCEIS.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Employee must be able to work under minimal supervision

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1 0 0 8 5 9 8
Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision, performs advanced professional accounting duties of considerable difficulty: (1) Maintains accurate accounting records and prepares financial reports for federal funds; (2) assists program director in implementation of regulations concerning program funds and reporting and dissemination of this information to school districts; (3) Monitors allocations and payments to school districts of federal funds. These duties require considerable judgment in developing approaches and techniques for solution of problems and maintenance of an adequate records.

2. Job Functions:

	Essential / Marginal (E or M)	Percentage of Time
1. Serve as the system administrator for the financial accounting section of the South Carolina Automated Payment System (SCAPS). Researches claim filing issues reported by sub recipients. Makes system changes to allow for claims to be completed and/or contacts the software developer for resolution.	Essential	25
2. Collects, assimilates, and ensures that accuracy of financial data for federal reporting associated with USDA funds. Reconciles data between SCAPS and SCEIS and prepares complex reports to ensure SCDE receives appropriate funding from the USDA. Responsible for internal reporting to assist upper management associated with USDA programs as requested.	Essential	20
3. Assists program directors in reviewing and interpreting Federal and State Regulations, and disseminating financial information to sub recipients. Acts as a liaison to sub recipients in the implementation of program regulations and requirements.	Essential	10
4. Responsible for the entry of grant budgets and budget amendments for assigned grants and their associated sub grants into the Grants Management and Funds Management modules within the SCEIS system. Monitors grant budgets continuously to ensure adequate funds are in place to complete the activity of the grant.	Essential	5
5. Monitors cash balances on a weekly basis for federal grants, and prepares cash requests as needed.	Essential	5
6. Provides technical assistance to school districts, state agencies, SDE staff, and other entities. Attends and conducts financial components of conferences and workshops as needed.	Essential	10
7. Performs other related duties as required.	Essential	2
8. Provides financial information as requested to state and federal auditors.	Essential	3
9. Assist with the implementation of the Summer Feeding Schools Program (SFSP) software. This includes creating and documenting the process for those payments through the grants accounting section. Ensure that all sub recipients are set up in SCEIS with all required payment components. Supervise the payment of claims to ensure they are paid timely and correctly. Also, responsible for all additional federal reporting required with the addition of the SFSP	Essential	20

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60025264

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance Officer /

Division / Section / Unit

Columbia / Richland

City / County

Kimberly S Moss

Employee Name

40

County Code

Y

Is Position in Central Office?

Administrative Coordinator I

Current State Title

AH10

Alphanumeric Code

Slot

05

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Deputy-Constitutional Officer

Supervisor State Title

AH60

Alphanumeric Code

Slot

SOURCE OF FUNDING

100.00

State %

000.00

Federal %

000.00

Other %

OHR COPY

AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

AH10

Alphanumeric Code

Slot

12

Authorized Date

10

Authorized Date

2013

Authorized Date

Delegated

New Position

Prototype

State Title Changes

Update

Administrative Coordinator I

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

E FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree and three (3) years of direct office administrative experience; OR high school graduation and seven (7) years of direct office administrative experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge: governmental office operational processes, policies, management principles; Skills: MS Office Software, Web communications and related software; Abilities: exceptional oral and written communication; interpreting and applying policies and procedures, positive customer service orientation.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Employee will perform general office operation tasks under general supervision. Must be able to exercise discretionary decision-making skills.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1000025

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Coordinates and performs executive level administrative tasks and activities to support the Chief Financial Officer. Coordinates and performs general level administrative tasks and activities to support the Director for the Office of Finance. Coordinates and performs duties of Office Web Content Specialist. Coordinates and provides administrative support to the State Board of Education Innovation and Finance Committee.

2. Job Functions:

1. Coordinates and provides daily executive level administrative support directly to the Chief Financial Officer and the Director for the Office of Finance. Coordinates and assists all Finance Office Section Managers with day-to-day administrative tasks and activities. Prepares executive level correspondence, reports, routine paper work, maintains multiple databases, monitors office equipment and related contracts and services, performs various inventories, and serves as SCEIS time administrator for the Office of Finance.
2. Receives and responds to external inquiries from the public, school districts, and other governmental entities on behalf of the Chief Financial Officer and Director of Finance. Serves as the editor of the monthly finance newsletter.
3. Coordinates the work flow within the Office of Finance to facilitate timely reporting and compliance with external requirements. Monitors proviso compliance. Edits and publishes the annual funding manual.
4. Performs functions of Web Content Specialist for the CFO and Finance Office to include: develop web content and design; review and edit web content submitted from sections within the Office of Finance and post to web portal, develop web pages, ensure compliance with agency web strategies and standards for functionality, style, tone, based on targeted web audiences
5. Provides administrative support and coordination to the SC State Board of Education Innovation and Finance Committee.
6. Performs other duties as assigned.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

50

Essential

15

Essential

15

Essential

10

Essential

5

Essential

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60025900

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance Officer /

Columbia / Richland

Division / Section / Unit

City / County

Brianna Myers

40

Y

Y/N

Employee Name

County Code

Is Position in Central Office?

Accountant/Fiscal Analyst II

AD22

05

Current State Title

Alphanumeric Code

Slot

Band

F52

Full / Part Time Indicator

40.00

Hours Per Week

2080

Base Hours

Accounting/Fiscal Manager I

AD28

Supervisor State Title

Alphanumeric Code

Slot

100.00

State %

000.00

Federal %

000.00

Other %

SOURCE OF FUNDING

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

N FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and professional experience in a related area such as accounting, auditing and finance. College degree preferred.
2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of the principles, practices, theories and terminology of accounting. Knowledge of state governmental fiscal and accounting processed. Ability to interpret and analyze financial transactions, records and reports. Ability to communicate effectively. Ability to make decisions based on logical assumptions, facts, and accurate data. Ability to follow state and agency policies and procedures.
3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under limited supervision, employee is expected to analyze and interpret complex financial data, verify and reconcile financial transactions and make necessary computations and adjustments.
4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

N/A

MISCELLANEOUS DATA

1013249

Employee Number

Position Dept. Number

OHR COPY AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

AD22

Alphanumeric Code

Slot

10

02

2019

Authorized Date

Delegated New Position Prototype

State Title Changes Update

Accountant/Fiscal Analyst II
Approved State Title

Approved Signature Date Approved

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. **Job Purpose:**

Under limited supervision, performs professional accounting duties to include creating and maintaining accurate accounting records and reviewing and analyzing financial transactions.

2. **Job Functions:**

1. Serve as the agency's primary contact for proper general ledger (GL) code classifications working with Fiscal Accounting staff, agency offices & Comptroller General's Office. Process journal entries as needed to correct GL codes.

2. Serves as one of two agency approvers for Accounts Payable (AP) by reviewing documents entered into SAP for accuracy and approval ensuring that all agency and state policies and regulations are followed.

3. Assists Grants Manager with reviewing & verifying reports and backup for reports submitted to federal entities.

4. Assists Office of Finance managers with audits and yearly GAAP closing packets.

5. Performs other duties as assigned.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

30

Essential

30

Essential

25

Marginal

10

Marginal

5

3. **Position's Supervisory Responsibilities:**

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. **Comments:**

5. **The above description is an accurate and complete description of this job.**

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027438

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Financial Services

Division / Section / Unit

Columbia / Richland

City / County

Anna M Nicosia

Employee Name

40

County Code

Y

Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst III

Current State Title

AD25

Alphanumeric Code

Slot

06

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

AD28

Alphanumeric Code

Slot

SOURCE OF FUNDING

060.00

State %

000.00

Federal %

040.00

Other %

OHR COPY

AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

AD25

Alphanumeric Code

Slot

07

17

2018

Authorized Date

Delegated

New Position

Prototype

State Title Changes

Update

Accountant/Fiscal Analyst III

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION				E FLSA Designation																													
Requested Action		Requested State Title		Alphanumeric Code																													
Supervisors Signature		Date		Other Required Signature																													
				Date																													
THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR																																	
<p>1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?</p> <p>A BA degree in accounting, business administration, economics, finance, government, management, or public administration and 1 year of experience, or a BA degree with no less than 15 semester hours in accounting related courses and 1 year of experience; or an associate degree in accounting related courses and 2 years of financial experience; or a HS diploma and 5 years of financial experience. Qualifying experience must include 1 year of active participation in a budgetary cycle performing financial or economic research and data collection, reviewing budgetary requests, and monitoring financial activities and preparing financial reports or statements requiring detailed working papers.</p> <p>2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?</p> <p>Designation as a Certified Public Accountant or Certified Internal Auditor may be substituted for the one year of required experience. Proficient in the use of Microsoft Excel. Thorough knowledge of state government process, considerable knowledge of the principles and theories of budgeting and financial management. Ability to interpret financial data and reports.</p> <p>3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.</p> <p>Under general supervision</p> <p>4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).</p> <p>NA</p>																																	
				<p>MISCELLANEOUS DATA</p> <table><tr><td>1</td><td>0</td><td>0</td><td>8</td><td>9</td><td>2</td><td>8</td></tr><tr><td colspan="7">Employee Number</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="7">Position Dept. Number</td></tr></table>		1	0	0	8	9	2	8	Employee Number														Position Dept. Number						
1	0	0	8	9	2	8																											
Employee Number																																	
Position Dept. Number																																	

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

<p>1. Job Purpose:</p> <p>Under general supervision, performs advanced professional accounting duties of considerable difficulty. (1) Maintains accurate accounting records and prepares financial reports for federal funds;; (2) assists program director in interpretation and implementation of regulations concerning program funds and reporting and dissemination of this information to school districts and other entities (3) supervise allocations and payments to school districts and other entities. Duties will be performed on a semi-routine as necessary basis requiring considerable judgment in developing approaches and techniques for solution of problems and maintenance of an adequate records and reporting system.</p>		
<p>2. Job Functions:</p>		
	1. Assists in the allocation of funds to school districts, other state agencies and other entities. Analyzes and monitors allowable cost and reimbursement of funds to school districts and verifies and processes reimbursement claims for payment. Ensures the accurate documentation of financial transactions and the timely payment and receipt of all funds.	Essential / Marginal (E or M)
	2. Maintains accurate accounting records and prepares applicable monthly, quarterly, annual and special financial reports for numerous federal and state educational programs.	Percentage of Time
		Essential
		40
		Essential
		10

3. Assists program directors in reviewing and interpreting Federal and State regulations and disseminating financial information to school districts and other entities. Acts and a s liaison to school districts and other entities in the implementation of program regulations and requirements. Monitors Grants Accounting email box and assists all that need help or directs to person who can help them. Assigns roles in GAPS for non-district employees.	Essential	20
4. Advises and works with program directors in budgeting grant and special project funds (administration and flow-through). Reconciles SDE Financial books with grants accounting system on a monthly basis.	Essential	15
5. Monitors cash balances on a weekly basis for federal grants, and prepares cash drawdown requests weekly as needed.	Essential	5
6. Provides technical assistance to school districts, state agencies and other entities as needed. Attends and conducts financial components of conferences and workshops as needed.	Essential	5
7. Provides financial information as requested to state and federal auditors.	Essential	2
8. Perform other related duties assigned by supervisor.	Marginal	3

3.

Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

(2)

(3)

Number of employees directly supervised: _____

Total number supervised: _____

4.

Comments:

5.

The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 | 0 | 0 | 2 | 7 | 4 | 3 | 5 |

Position Number

H | 6 | 3 |

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Fiscal Accounting

Division / Section / Unit

Columbia / Richland

City / County

Jennifer T Padgett

Employee Name

4 | 0 |

County Code

Y

Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst I

Current State Title

A | D | 2 | 0 |

Alphanumeric Code

| | | |

Slot

0 | 4 |

Band

F | 5 | 2 |

Full / Part Time Indicator

3 | 7 | . | 5 | 0 |

Hours Per Week

1 | 9 | 5 | 0 |

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

A | D | 2 | 8 |

Alphanumeric Code

| | | |

Slot

SOURCE OF FUNDING

1 | 0 | 0 | . | 0 | 0 |

State %

0 | 0 | 0 | . | 0 | 0 |

Federal %

0 | 0 | 0 | . | 0 | 0 |

Other %

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

N | FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and related financial experience. A bachelor's degree with multiple accounting courses may be substituted for the required work experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of the principles, practices, theories, and terminology of accounting, auditing, banking, budgeting, or financial management. Knowledge of office practices and procedures. Knowledge of state government fiscal and accounting processes. Ability to pay close attention to detail, multitask, communicate effectively, and establish & maintain good working relations with staff members and the general public.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under general supervision, employee is expected to manage time wisely and rely on experience and judgment to accomplish goals. Work is subject to be reviewed with the manager on a weekly basis. This position requires employee to follow state and agency policies and procedures in the processing of revenue and the distribution of checks.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1 | 0 | 0 | 2 | 2 | 9 | 6 |

Employee Number

| | | | |

Position Dept. Number

☐ OHR COPY

☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H | 6 | 3 |

Agency Code

A | D | 2 | 0 |

Alphanumeric Code

| | | |

Slot

0 | 1 |

0 | 2 |

2 | 0 | 1 | 9 |

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

☒ State Title Changes

☐ Update

Accountant/Fiscal Analyst I

Approved State Title

Approved Signature

Date Approved

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision, performs highly technical accounting procedures to deposit, record, and maintain control of all financial documentation for the SCDE Financial Accounting System dealing with receipts and transfers. Acts as the agency liaison for surplus property.

2. Job Functions:

1. Prepares, controls, and processes all SCDE bank deposits to include ACH Wire Transfers to ensure that amounts entered & supporting documentation are accurate, meet standards, and comply to SCDE policies, procedures and state regulations.
2. Prepares, controls and monitors customer billing Interdepartmental transfers (IDT), deposit transmittals for bus permits, customer billings for School Districts, and SCOIS for the Department ensuring all revenue accounting codes are correct. Process all transactions through SCEIS.
3. Serve as agency's Surplus Coordinator working with offices within SCDE that need assets transferred to State Surplus. Coordinate with State Surplus & Department of Correction staff to properly discard assets from SCDE. Maintain any necessary documentation and work with the Agency's Asset Manager ensuring items have been retired.
4. Prepares and controls all documents relating to NSF checks, stop payments, and cancellation of checks and prepares correcting documents for Customer Billings. Ensure contingency and payroll checks are distributed accordingly.
5. Performs other duties assigned as requested by the Fiscal Accounting Manager.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

30

Essential

30

Essential

20

Essential

15

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027430

H63

SC Department of Education

Position NumberAgency CodeAgency Name

Office of Superintendent / Chief Finance Officer / Fiscal Accounting

Columbia / Richland

Division / Section / UnitCity / County

Justin T Robinson

40

Y

Y/N

Employee NameCounty CodeIs Position in Central Office?

Accountant/Fiscal Analyst I

AD20

04

Current State TitleAlphanumeric CodeSlotBand

F52

37.50

1950

Full / Part Time IndicatorHours Per WeekBase Hours

Accounting/Fiscal Manager I

AD28

Supervisor State TitleAlphanumeric CodeSlot

100.00000000

000.000

000.000

State %Federal %Other %

REQUESTED ACTION INFORMATION

Update

Requested ActionRequested State TitleAlphanumeric Code

Supervisors SignatureDateOther Required SignatureDate

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A high school diploma and related financial experience. A bachelor's degree with multiple accounting courses may be substituted for the required work experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of basic mathematics. Ability to pay close attention to detail. Ability to multitask. Ability to establish and maintain good working relations with staff members and the general public. Ability to communicate effectively.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under general supervision, employee is expected to manage time wisely and rely on experience and judgment to accomplish goals. Work is subject to be reviewed with the manager on a monthly basis. This position requires employee to follow state and agency policies and procedures in the processing of payments.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

OHR COPYAGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

AD20

Agency CodeAlphanumeric CodeSlot

09

26

2019

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

☒ State Title Changes☐ Update

Accountant/Fiscal Analyst I

Approved State Title

Approved SignatureDate Approved

N

FLSA Designation

MISCELLANEOUS DATA

1012528

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision, serves as team member responsible for auditing and processing for the State Department of Education (SCDE) accounts payable to ensure that payments are processed in a timely and accurate manner and in compliance with State Rules and Regulations.

2. Job Functions:

1. Works within assigned team to process invoices and purchase orders for payment to include verification of price, quantities, and receipt of goods and services.
2. Performs on-line accounts payable input to generate payment documents in the SCEIS system within 5 days of receipt. Ensures proper documentation is attached to each documents, vendor information, amount, funding and GL codes are properly used.
3. Processes ALL payments for agency copiers in the SCEIS financial system to include verification of price, quantities, and receipt of goods and services. Work with offices to ensure payments are posted to the correct funding source.
4. Provides assistance to bus shops concerning outstanding purchase orders and invoices. Provide assistance to vendors who are having difficulty receiving payments.
5. Provides back up to fellow team members during peak work periods and absences.
6. Performs other duties as requested to accomplish team assignments.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

30

Essential

30

Essential

25

Marginal

5

Marginal

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 6 2 7

Position Number

H 6 3

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Instructional Materials Section

Division / Section / Unit

Columbia / Richland

City / County

Michael P Scheele

Employee Name

4 0

County Code

N

Y/N

Is Position in Central Office?

Program Coordinator I

Current State Title

A H 3 5

Alphanumeric Code

Slot

0 5

Band

F 5 2

Full / Part Time Indicator

3 7 . 5 0

Hours Per Week

1 9 5 0

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

A D 2 8

Alphanumeric Code

Slot

SOURCE OF FUNDING

1 0 0 . 0 0

State %

0 0 0 . 0 0

Federal %

0 0 0 . 0 0

Other %

☐ OHR COPY

☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H 6 3

Agency Code

Alphanumeric Code

Slot

Authorized Date

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☐ Update

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Update

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in finance, business administration, or related field and two (2) years of financial experience; or an associate degree in finance, business administration, or related field and four (4) years of financial experience; or a high school diploma and six (6) years of financial experience; or any equivalent combination of education, training, or experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Microsoft Office as well as the ability to learn and understand web-based inventory system. Must have skills to communicate effectively and ability to interpret and apply laws, regulations, policies and procedures.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Limited supervision; able to perform job duties independently and exercise judgement and discretion.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

The incumbent must be able and willing to travel periodically. This position involves some overnight travel. The incumbent must have the ability to present materials in a professionally written and/or verbal format and ability to deal diplomatically with sensitive issues and maintain professional integrity and ethics.

MISCELLANEOUS DATA

1 0 0 8 2 0 7

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision of the manager or designee, monitors activities within the Free Textbook Program to ensure compliance with State laws, State Board of Education regulations, and State Department of Education policies and procedures.

2. Job Functions:

1. Provides technical assistance to schools and school districts.

2. Conducts on-site reviews to verify state-owned textbook inventories in local education agencies (school districts, charter schools, independent area vocational and alternative schools, state schools, and county boards of education) to ensure compliance with requirements of Title 59-31, R43-71, and Instructional Materials Management Procedures for Schools.

3. Inspects patron records to ensure adequate documentation is maintained for instructional materials issued to and returned from students and teachers. Verifies existence and accuracy of records for collection of fees/fines for lost and damaged instructional materials from patrons. Verifies sufficient documentation for hardship exemptions.

4. Monitors inventory records for lost and damaged textbook instructional materials in order to assist schools and districts with state wide inventory.

5. Inspects bookroom storage access and reviews storage procedures for state-owned instructional materials to prevent loss from theft and environmental concerns. Identifies surplus inventory and damaged instructional materials suitable for rebinding in the bookroom for return to the central textbook depository.

6. Performs other duties as assigned.

7. Provide training to district and school instructional material coordinators.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

45

Essential

10

Essential

10

Essential

15

Essential

10

Marginal

5

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60026321

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance Officer / Financial Services

Division / Section / Unit

Columbia / Richland

City / County

Jason M Schumacher

Employee Name

40

County Code

Y

Y/N

Is Position in Central Office?

Accountant/Fiscal Analyst III

Current State Title

AD25

Alphanumeric Code

Slot

06

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Accounting/Fiscal Manager I

Supervisor State Title

AD28

Alphanumeric Code

Slot

SOURCE OF FUNDING

100.00

State %

000.00

Federal %

000.00

Other %

☐ OHR COPY ☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

AD25

Alphanumeric Code

Slot

08

16

2017

Authorized Date

☒ Delegated ☐ New Position ☐ Prototype

☒ State Title Changes ☐ Update

Accountant/Fiscal Analyst III
Approved State Title

Approved Signature Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree in accounting, business administration, economics, finance, government, management, or public administration and two years of experience, or a BA degree with no less than 15 semester hours in accounting related courses and two years of experience; or an associate degree in accounting related courses and four years of financial experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Designation as a Certified Public Accountant or Certified Internal Auditor may be substituted for the one year of required experience. Thorough knowledge of state government budget processes and knowledge of financial EDP systems. Knowledge of the principles and theories of budgeting and financial management. Knowledge of financial statement analysis. Knowledge of applicable state and federal regulations and laws. Ability analyze and interpret complex financial data and reports. Ability to communicate effectively and maintain effective working relationships with others.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Employee must be self-disciplined and is under general supervision.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1011324

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Performs financial or economic research and data collection, reviews budgetary requests, and monitors financial activities and prepares financial reports or statements that require detailed working papers. Under general supervision ensures the accuracy of financial data for internal and external reporting requirements. Coordinates, prepares and maintains annual internal budgets that correlate with the annual funding appropriated by the General Assembly. Frequently review and verify agency budgetary adjustments and monitor agency expenditures.

2. Job Functions:

1. Reviews, analyzes and evaluates budgetary adjustments and expenditures. Provides assistance to agency staff in the implementation of internal budgetary policy and procedures that are within state, federal and SCDE applicable regulations and laws.
2. Assist with SCDE annual budget preparation and compilation request submitted to the Governor for approval.
3. Under SAP Funds Management Section prepare budget entries to load, increase or decrease, and transfer Cost Centers budgets to agree with approved state, federal, restricted and other funding sources.
4. Prepare training materials and conduct training on an as needed basis. In addition, conduct budget meetings to allow divisions/ teams to received technical assistance or training to ensure that budgets and expenditures are properly reported and recorded.
5. Analyze budgetary procedures for fiscal requirements to ensure that all budgetary information that is submitted under SAP complies with state, federal, SCDE regulations and laws. Evaluates cost projections for new, expanded, or reorganized agency services and informs managements of program financial requirements; performs program analyses of existing agency services.
6. Perform other related duties assigned by supervisor.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

45

Essential

15

Essential

10

Essential

15

Essential

10

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 | 1 | 0 | 6 | 1 | 2 | 4 | 3 |
Position Number

H | 6 | 3 |
Agency Code

SC Department of Education
Agency Name

Office of Superintendent / Chief Finance
Officer /

Columbia / Richland
City / County

Division / Section / Unit

Laura L Showe
Employee Name

4 | 0 |
County Code

Y Y/N
Is Position in Central Office?

Accounting/Fiscal Manager II
Current State Title

A | D | 3 | 0 |
Alphanumeric Code

Slot

0 | 8 |
Band

F | 5 | 2 |
Full / Part Time Indicator

Deputy-Constitutional Officer
Supervisor State Title

A | H | 6 | 0 |
Alphanumeric Code

Slot

3 | 7 | . | 5 | 0 |
Hours Per Week

Hours Per Week

1 | 9 | 5 | 0 |
Base Hours

Base Hours

SOURCE OF FUNDING

1 | 0 | 0 | . | 0 | 0 |
State %

0 | 0 | 0 | . | 0 | 0 |
Federal %

0 | 0 | 0 | . | 0 | 0 |
Other %

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

E FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree with multiple accounting courses and professional experience directing professional accounting, auditing, banking, or finance employees.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

The employee shall receive limited supervision and a review of assigned responsibilities. The employee shall be expected to exercise sound judgment and organizational ability and shall be expected to complete all job tasks with minimal supervision and guidance and with accuracy and timeliness. Ability to demonstrate strong interpersonal skills, establish and sustain working relationships with various constituencies, and be a liaison to many organizations and all districts. Knowledge/use of budget in SCEIS system to include PBF.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

The employee will work under the supervision of the of the Chief Financial Officer and will follow all department guidelines for travel request and reimbursement, federal and state grant parameters, and department protocols for communication to districts and supervisor.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

The position may require limited overnight travel.

MISCELLANEOUS DATA

1 | 0 | 0 | 7 | 3 | 7 | 7 |
Employee Number

Position Dept. Number

☐ OHR COPY

☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H | 6 | 3 |
Agency Code

Alphanumeric Code

Slot

Authorized Date

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☐ Update

Approved State Title

Approved Signature

Date Approved

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, plans and directs the budgeting activities of the Department of Education, Office of Finance. Responsibility includes the coordination of accounting and budgets within the agency. Formulates financial policy development at the agency level.

2. Job Functions:

1. Leads and directs activities of the Office of Finance's section of supervisors engaged in grants, accounting, budgeting, financial services, and fiscal practices for the Agency. Directs the activities of the Instructional Materials section including supervising the instructional materials (textbooks) bid contracts from publishers.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

30

2. Develops, plans, implements, and manage the development of new or revised formats and procedures for reporting data to support financial requirements. Develops, maintains, and administers a uniform accounting system for school districts and special schools..

Essential

15

3. Provide leadership, support, and targeted professional development to district business officials to increase their knowledge and overall capacity.

Essential

15

4. Supervises and directs preparation of all GAAP Closing packages, Financial Status reports, and various state and federal financial reports. Formulates the design and plans for long-range financial projections in conjunction with the CFO.

Essential

15

5. Designs and implements internal controls within the Office of Finance and the agency to increase operational effectiveness and efficiency as it relates to financial reporting and financial compliance. Builds collaborative relationships and works closely with other agencies (i.e., State Treasurer's Office, Comptroller General's Office, Department of Administration, State Auditor's Office) to ensure agency compliance with State of SC requirements. Manages the development of the reporting format and the compilation of responses for the statewide audits.

Essential

10

6. Supervises and formulates policies and procedures regulating state-wide Pupil Accounting system, Student Accountability system, Education Finance Act, Education Improvement Act, Professional Certified Staff system, and Instructional Materials Inventory and Ordering system. Coordinates and manages the formulation of agency accounting and budgeting policies and procedures

Essential

10

7. Performs other related duties as required.

Marginal

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1) Accounting/Fiscal Manager I

4

Number of employees directly supervised: 5

(2) Accountant/Fiscal Analyst III

1

(3) _____

Total number supervised: 30

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60023934

H63

SC Department of Education

Position NumberAgency CodeAgency Name

Office of Superintendent / Chief Finance Officer /

Columbia / Richland

Division / Section / UnitCity / County

Kriss B Stewart

40

Y

Y/N

Employee NameCounty CodeIs Position in Central Office?

Program Coordinator II

AH40

06

Current State TitleAlphanumeric CodeSlotBand

F52

37.50

1950

Full / Part Time IndicatorHours Per WeekBase Hours

Accounting/Fiscal Manager I

AD28

Supervisor State TitleAlphanumeric CodeSlot

100.00

000.00

000.00

State %Federal %Other %

REQUESTED ACTION INFORMATION

Requested ActionRequested State TitleAlphanumeric Code

Supervisors SignatureDateOther Required SignatureDate

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A master's degree and one (1) year of experience in program research or data management functions equivalent to Data Management and Research Analyst I or higher; or a bachelor's degree and two (2) years of experience in program research or data management functions equivalent to Data Management and Research Analyst I or higher; or a high school diploma and four (4) years of experience in a data management or Research Analyst I or higher.
2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Capable of managing, planning, and administering program with complex data management and analysis activities and coordinating collection and compilation of data and preparing narrative reports on the program's process.
3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Limited supervision
4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

Periodic overnight travel

OHR COPYAGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

AH40

Agency CodeAlphanumeric CodeSlot

01

06

2016

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

State Title ChangesUpdate

Program Coordinator II

Approved State Title

Approved SignatureDate Approved

EFLSA Designation

MISCELLANEOUS DATA

1002170

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision plans, implements, and administers the instructional materials adoption program and performs data management and analysis activities for the program to include collection and compilation of data for preparing program reports.

2. Job Functions:

1. Manages, plans, and implements the instructional materials adoption process to include coordinating panel deliberations, publisher/vendor presentation sessions, and public reviews of instructional materials and establishing concurrent panels to serve each year for evaluating instructional materials to ensure alignment to academic standards and career and technology education course standards.

2. Plans data management projects related to the review panels and the instructional materials adoption process which includes the databases used for disseminating information and generating reports for the State Board of Education, instructional materials review panels, and publishers/vendors. Develops and maintains annual calendar of events related to the instructional materials adoption procedures. Develops handouts, guidelines, and reference handbook needed for the adoption process.

3. Serves as liaison to publishers regarding the adoption and bid process and as a clearinghouse for exchange of information. Coordinates and provides direction to the education associates in offices participating in the adoption program process each year. Provides updates on the status of instructional materials to content area associations as needed (SCLME, SCSELA).

4. Coordinates the review of district requested instructional materials, requests from school boards of trustees, substitution requests, and coordinates the call for bids of instructional materials and develops bid materials and submission forms for adoption process.

5. Coordinates and conducts with office staff the Instructional Materials Caravan at ten to thirteen regional sites. Responsible for coordinating publisher and district/school registration, scheduling publisher presentations, arrangements with facilities, and providing publishers, schools, and districts with caravan information. Attends each meeting to facilitate on-site arrangements for the caravan and provide information as needed.

6. Performs related duties as required.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

55

Essential

15

Essential

15

Essential

5

Essential

5

Essential

5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027434

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Grants Accounting

Columbia / Richland

Division / Section / Unit

City / County

Sarah L Wagers

40

Y

Y/N

Employee Name

County Code

Is Position in Central Office?

Accountant/Fiscal Analyst II

AD22

05

Current State Title

Alphanumeric Code

Slot

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Accounting/Fiscal Manager I

AD28

Supervisor State Title

Alphanumeric Code

Slot

000.000

State %

100.000

Federal %

000.000

Other %

SOURCE OF FUNDING

☐ OHR COPY ☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

AD22

Alphanumeric Code

Slot

10

28

2013

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☒ Update

Accountant/Fiscal Analyst II

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree with fifteen (15) semester hours in accounting related courses and two (2) years of accounting experience; or an associate agree with twelve (12) hours in accounting related courses and three (3) years of accounting experience; or high school diploma and five (5) years of accounting experience. Qualifying experience must include at least one (1) year of: reconciliation of accounting systems.
2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Knowledge of the basic principles of accounting. Knowledge of state government fiscal and accounting processing. Knowledge of the Grants Management module of SCEIS.
3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Employee must be able to work under minimal supervision
4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1012979

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under general supervision, performs advanced professional accounting duties of considerable difficulty: (1) Maintains accurate accounting records and prepares financial reports for federal funds; (2) Assists program director in implementation of regulations concerning program funds and reporting and dissemination of this information to school districts; (3) Monitors allocations and payments to school districts of federal funds. These duties require considerable judgment in developing approaches and techniques for solution of problems and maintenance of adequate records.

2. Job Functions:

	Essential / Marginal (E or M)	Percentage of Time
1. Assists in the allocation of funds to school districts, other state agencies, and other entities. Processes reimbursement claims for payment. Ensures the accurate documentation of financial transactions, and the timely payment and receipt of all funds.	Essential	40
2. Maintains accurate accounting records and prepares applicable monthly, quarterly, annual and special financial reports for numerous federal programs.	Essential	15
3. Assists program directors in reviewing and interpreting Federal and State Regulations, and disseminating financial information to school districts. Acts as a liaison to school districts and other subrecipients in the implementation of program regulations and requirements.	Essential	15
4. Advises and works with program directors in budgeting grant and special project funds (administration and flow-through). Reconciles SDE financial system with grants accounting system on a monthly basis.	Essential	15
5. Monitors cash balances on a weekly basis for federal grants, and prepares cash draw requests as needed.	Essential	5
6. Provides technical assistance to school districts, state agencies, SDE staff, and other entities. Attends and conducts financial components of conferences and workshops as needed.	Essential	5
7. Performs other related duties as required.	Marginal	3
8. Provides financial information as requested to state and federal auditors.	Marginal	2

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6 0 0 2 7 4 4 5
Position Number

H 6 3
Agency Code

SC Department of Education
Agency Name

Office of Superintendent / Chief Finance
Officer / Financial Services

Columbia / Richland
City / County

Division / Section / Unit

Desiree A Williams
Employee Name

4 0
County Code

N Y/N
Is Position in Central Office?

Accountant/Fiscal Analyst III
Current State Title

A D 2 5
Alphanumeric Code

Slot

0 6
Band

F 5 2
Full / Part Time Indicator

Accounting/Fiscal Manager I
Supervisor State Title

A D 2 8
Alphanumeric Code

Slot

3 7 . 5 0
Hours Per Week

1 9 5 0
Base Hours

SOURCE OF FUNDING

1 0 0 . 0 0
State %

0 0 0 . 0 0
Federal %

0 0 0 . 0 0
Other %

☐ OHR COPY

☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H 6 3
Agency Code

A D 2 5
Alphanumeric Code

Slot

0 8

1 5

2 0 1 9

Authorized Date

☒ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☐ Update

Accountant/Fiscal Analyst III
Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree and one (1) year of accounting experience; or an associate degree and four (4) years of accounting experience; or high school diploma and six (6) years of accounting experience. Preferred Experience: One (1) year of assisting in the development, promulgation, and interpretation of accounting procedures, experience with the Professional Certified Staff (PCS) software; and preparation of management level financial reports. Preferred PCS experience and knowledge.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Accounting, general ledger, accounts payable, and general state government finance knowledge is required for this position. Skills such as attention to detail, reading comprehension, excellent written and verbal communication, flexibility, and general Microsoft Office computer skills are necessary. The ability to communicate in a professional manner and manipulate and analyze data are some critical abilities needed.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

General supervision is necessary to ensure completion of processes. The employee has much independence and discretion in completing their job duties and tasks.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

The work environment is positive and clean. Physical requirements are general such as being able to operate a telephone and computer, lift and move office supplies, etc. There is no required overnight travel related to this position.

MISCELLANEOUS DATA

1 0 0 9 1 1 9
Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, performs professional accounting duties in maintaining and compiling financial records; maintains various listings, manuals, and reports; prepares and analyzes financial reports; and provides technical assistance to school districts.

2. Job Functions:

	Essential / Marginal (E or M)	Percentage of Time
1. Maintains the Professional Certified Staff (PCS) System; Acts as State PCS Coordinator. Provides training and technical assistance to district personnel. Reviews data for accuracy throughout the year.	Essential	40
2. Reconciles and processes National Board default and withdrawal payments.	Essential	5
3. Maintains the website for financial data for school districts, legislative staff and the public at large.	Essential	5
4. Generates monthly Education Finance Act (EFA) payments to school districts; prepares distribution of checks and vouchers to State Comptroller, State Treasurer, County Treasurers and school districts.	Essential	15
5. Performs other related duties as assigned.	Marginal	5
6. Implementation of Professional Certification and Compensation System (PCCS) to include: working directly with vendor, agency staff, and school district representatives. Provide training manuals, presentations, and technical assistance to all users across the state. Ensure accuracy and functionality of the application.	Essential	25
7. Collects and maintains Pupil Accounting and Student Accountability information for the South Carolina Public Charter School District (SCPCSD) and other registered Institutes of Higher Education (IHE's) to process monthly Education Finance Act (EFA) and Education Improvement Act (EIA) funding.	Essential	5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employees directly supervised: _____
(2)	_____	_____	
(3)	_____	_____	Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

6	0	0	2	5	2	5	5
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Position Number

H	6	3
---	---	---

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer /

Division / Section / Unit

Columbia / Richland

City / County

Nancy Williams

Employee Name

4	0
---	---

County Code

Y

 Y/N

Is Position in Central Office?

Deputy-Constitutional Officer

Current State Title

A	H	6	0
---	---	---	---

Alphanumeric Code

--	--	--	--

Slot

1	0
---	---

Band

F	5	2
---	---	---

Full / Part Time Indicator

3	7	.	5	0
---	---	---	---	---

Hours Per Week

1	9	5	0
---	---	---	---

Base Hours

Agency Head

U	A	0	1
---	---	---	---

Alphanumeric Code

--	--	--	--

Slot

Supervisor State Title

Alphanumeric Code

Slot

SOURCE OF FUNDING

0	0	0	.	0	0
---	---	---	---	---	---

State %

0	0	0	.	0	0
---	---	---	---	---	---

Federal %

1	0	0	.	0	0
---	---	---	---	---	---

Other %

☐ OHR COPY☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H	6	3
---	---	---

Agency Code

A	H	6	0
---	---	---	---

Alphanumeric Code

--	--	--	--

Slot

Authorized Date

☐ Delegated☐ New Position☐ Prototype☐ State Title Changes☒ Update

Deputy-Constitutional Officer

Approved State Title

Approved Signature

Date Approved

REQUESTED ACTION INFORMATION

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

Bachelor's degree and managing or administrative experience.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Broad knowledge, skills and abilities in finance, accounting, grants, budgets and instructional materials; knowledge of the theories, practices and principles of effective management; ability to communicate effectively; in-depth reasoning and critical analysis skills; ability to interpret and apply policies.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Under limited supervision, leads the agency as Chief Financial Officer advising the State Superintendent and school districts.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

MISCELLANEOUS DATA

1	0	0	5	4	8	4
---	---	---	---	---	---	---

Employee Number

--	--	--	--	--

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision of the State Superintendent of Education, provide strategic leadership and managing by directly and/or assisting in the directing the activities in the functional areas of accounting, finance, budget and Instructional Materials; perform the following duties; analysis of complex financial problems, planning of various interrelated activities in the functional areas assigned and synchronized with agency activities; program and policy development; direct and manage long range planning, execution of plans and assessment of outcomes; execute daily supervisory activities related to the functional areas assigned; represent the Superintendent.

2. Job Functions:

1. Provide strategic leadership and management for agency accounting, budgeting, finance, and instructional materials functions.

2. Develop, implement and oversee policies and procedures that are in compliance with laws and regulations.

3. Prepare and submit agency appropriation request, proviso request, and other strategic level reports.

4. Conduct research, analysis and provide recommendations regarding issues in assigned functional areas and across agency operations.

5. Represent the superintendent before legislative and government committees, national organizations and other professional and civic organizations.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

30

Essential

20

Essential

20

Essential

20

Essential

10

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1) Accounting/Fiscal Manager I

4

Number of employees directly supervised: 5

(2) Accounting/Fiscal Manager II

1

(3)

Total number supervised: 32

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

60027536

Position Number

H63

Agency Code

SC Department of Education

Agency Name

Office of Superintendent / Chief Finance
Officer / Grants Accounting

Columbia / Richland

Division / Section / Unit

City / County

Sequoyah B Williams

40

Y

Y/N

Employee Name

County Code

Is Position in Central Office?

Accountant/Fiscal Analyst III

AD25

06

Current State Title

Alphanumeric Code

Slot

Band

F52

Full / Part Time Indicator

37.50

Hours Per Week

1950

Base Hours

Accounting/Fiscal Manager I

AD28

Supervisor State Title

Alphanumeric Code

Slot

025.000

State %

075.000

Federal %

000.000

Other %

SOURCE OF FUNDING

☐ OHR COPY ☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

H63

Agency Code

Alphanumeric Code

Slot

Authorized Date

☐ Delegated

☐ New Position

☐ Prototype

☐ State Title Changes

☐ Update

Approved State Title

Approved Signature Date Approved

REQUESTED ACTION INFORMATION

Update

Requested Action

Requested State Title

Alphanumeric Code

☒ FLSA Designation

Supervisors Signature

Date

Other Required Signature

Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A Bachelor's Degree in Business Administration or Accounting and two years of accounting experience; or an Associate Degree in Business Administration or Accounting and four (4) years accounting experience, or a high school diploma and six years of accounting experience.
2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Limited supervision. Independent judgment and decision making skills necessary to perform the work.
3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

NA
4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

NA

MISCELLANEOUS DATA

1011748

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Under limited supervision, performs advanced professional accounting duties of considerable difficulty to include the collection, verification, and processing of financial data. Duties require considerable judgment in developing approaches and techniques for solution of problems and maintenance of adequate records and reporting system.

2. Job Functions:

1. Receives, reviews, and maintains accurate accounting records from all school districts, other subrecipients, and program personnel for various state and federal programs. Prepares applicable monthly, quarterly, annual and special financial reports in order to meet state and federal reporting requirements.

2. Prepares sub-grantee budgets and budget amendments for various state and federal programs; audits reimbursement claims from school districts, other state agencies, and other entities, processes payments based on these claims, and communicates with sub-grantees or agency program staff to resolve potential problems when necessary.

3. Performs special projects to include in depth reconciliations as needed. Performs monthly grant reconciliations between GAPS and SCEIS. Prepares weekly draws on all grants assigned to this position.

4. Assists program directors in reviewing federal and state regulations, disseminating information to school districts and working with supervisors and school districts in the implementation of reporting requirements in order to meet grant guidelines.

5. Provides financial information as requested to state and federal auditors.

6. Performs other duties as necessary as assigned by supervisor.

Essential /
Marginal
(E or M)

Percentage of Time

Essential

35

Essential

35

Essential

20

Essential

5

Marginal

3

Marginal

2

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)

Number of employees directly supervised: _____

(2)

(3)

Total number supervised: _____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date