

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

<input type="text" value=""/> Position Number	<input type="text" value="D10"/> Agency Code	<input type="text" value="SC Law Enforcement Division"/> Agency Name
<input type="text" value="Grants Administration/Intergovernmental Affairs"/> Division / Section / Unit	<input type="text" value="Columbia/Richland"/> City / County	
<input type="text" value=""/> Employee Name	<input type="text" value="40"/> County Code	<input type="text" value="Y"/> Y/N Is Position in Central Office ?
<input type="text" value=""/> Current State Title	<input type="text" value=""/> Alphanumeric Code	<input type="text" value=""/> Slot
<input type="text" value="F"/> Full / Part Time Indicator	<input type="text" value="AH40"/> Supervisor State Title	<input type="text" value="0001"/> Slot

OHR COPY
 AGENCY COPY

OFFICE OF HUMAN RESOURCES

<input type="text" value="D10"/> Agency Code	<input type="text" value="AD25"/> Alphanumeric Code	<input type="text" value=""/> Slot
<input type="text" value=""/> Authorized Date		
<input type="checkbox"/> Delegated <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Prototype		
<input type="checkbox"/> State Title Changes <input type="checkbox"/> Update		

<input type="text" value="03750"/> Hours Per Week	<h3 style="text-align: center;">SOURCE OF FUNDING</h3>		
<input type="text" value=""/> Base Hours	<input type="text" value="100"/> State %	<input type="text" value=""/> Federal %	<input type="text" value=""/> Other %

Approved State Title

Approval Signature

Date Approved

REQUESTED ACTION INFORMATION

<input type="text" value="Post and fill"/> Requested Action	<input type="text" value="Senior Accountant (Acct./Fiscal Analyst III)"/> Requested State Title	<input type="text" value="AD25"/> Alphanumeric Code
<input type="text" value=""/> Supervisor's Signature	<input type="text" value=""/> Date	<input type="text" value=""/> Other Required Signature

FLSA Designation

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 accounting, auditing and fiscal management experience. A master's degree in a related field or a high school diploma and ten (10) years relevant experience in accounting, auditing and fiscal management may substitute for bachelor's degree.

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

Must possess knowledge of the principles, practices, theories and terminology of accounting, budgeting and financial management and state government fiscal accounting processes. Ability to analyze and interpret complex financial data and reports and to plan, organize, review and supervise the work of subordinates. Knowledge of state and federal regulations regarding grants and fiscal management of federal revenue. Excellent communication skills, both written and oral, essential. Must be proficient in Windows-based computer programs to include Microsoft Word and Microsoft Excel, and possess accurate typing skills.

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

After the initial few months on the job, the employee should be able to work under general supervision. As the employee's knowledge of the Grants Administration Office procedures increases, the employee's independence and good judgment should also increase. This position requires that the employee be self-motivated and exercise a considerable degree of discretion.

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

Position requires a valid driver's license and a good driving record; Overnight travel may required for training or meetings and could last up to one week Use of various data processing equipment which may have to be carried or moved (boxes of papers or documentation). Weight limits could reach 30 lbs. Must possess correctable vision of 20/40 in both eyes, with or without conv lenses.

MISCELLANEOUS DATA

<input type="text" value=""/> Employee Number
<input type="text" value=""/> Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Responsible for the creation and maintenance of grant accounting records for the planning, development, coordination and administration of South Carolina's Homeland Security Grant Program. Provides fiscal management and support services for grant recipients and maintains compliance with federal regulations regarding grants management and reporting.

2. Job Functions:

Responsible for budget planning and accuracy of expenditures related to the grants administration budget. Supervises grants accounting functions and ensures accuracy of grant application budgets, spreadsheets and other related financial data.

Collects, assimilates and ensures the accuracy of all financial reporting to the federal funding agency for the Homeland Security Grant Program. Maintains compliance with federal guidelines regarding grants administration to include auditing, procurement, indirect costs, budgeting, reimbursement requests, etc.

Provides direct support for grant recipients to include processing requests for reimbursement, grant revisions, grant extensions, procurement review, budget deobligation/closeouts, property control, etc.

Assists the Grants Administration Staff with the coordination and compilation of grant-related tasks such as the indirect cost proposal, internal audit, state audit questionnaire, federal project review forms, property control and other fiscal/progress reports, as needed. Reconciles situations when files are out of balance; researches errors and ensures corrective action is taken.

Additional duties, as required.

Essential/ Marginal (E or M)	Percentage of Time
E	30
E	30
E	20
E	15
E	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) Accounting Technician (Accountant/Fiscal Analyst II)	1	Number of employees directly supervised: _____
(2) _____	_____	
(3) _____	_____	Total number supervised: <u>1</u>

4. Comments:

Must possess excellent accounting skills and be proficient in Windows-based computer programs and budget spreadsheets. Ability to handle multiple tasks efficiently and supervise the work of subordinates. Good communication skills, both written and oral, are essential. Good analytical skills and experience with grant administration preferred. Ability to establish strong, positive working relationships with government officials.

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

_____ Employee's Signature

_____ Date