

Finance Coordinator II (Excellent Health & Dental Coverage)

We are seeking a highly organized, motivated, detail-oriented team player who wants to make a positive difference in the world through helping communities. Our organization takes pride in being a highly respected regional partner. We consider ourselves a tide that raises all ships by adding value to others indiscriminately. We currently serve a 4-county region in South Carolina with approximately 223,000 people.

You have the opportunity be a part of a dynamic four-person finance team that supports a non-profit governmental agency that facilitates planning and project execution for work force development, care of the aging population, and multiple functions that support healthy and sustainable communities. You will accomplish this by performing all accounting functions to include maintaining fund accounting system, reporting, budget tracking, data entry and analysis, payroll, and accounts payable functions.

We pay competitive wages and offer a very generous employee benefit package.

Minimum Requirements: Working knowledge of fund accounting software; expert proficiency in Microsoft Excel and very proficient in Microsoft Word and PowerPoint. Must be able to multi-task easily and rapidly adapt to changing priorities, schedules and budgets.

Minimum Education and Experience Required: 4-year degree in accounting or business administration from an accredited university or college and three years relevant experience in a professional accounting position.

Salary Range: \$35,000-\$38,000.

Deadline to submit resume is Friday, July 20, 2018. **Send resume to Finance Coordinator II** by one of the following means: email to bminegar@slcog.org; fax 803.773.9903 or by mail to Santee-Lynches Regional Council of Governments, 2525 Corporate Way, Suite 200, Sumter, SC 29154. EOE