CHILDREN'S TRUST OF SOUTH CAROLINA

Accounting Associate

REPORTS TO: Grants Accounting Manager

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia, South Carolina

Position Summary

Provides fiscal support for expenses related to grants and contracts for Children's Trust of South Carolina. Assists the Grants Accounting Manager, Director of Grants and Contracts Management, program officers, and staff in developing, implementing, and providing ongoing financial oversight to grants management operations, ensuring the appropriate use and accurate reporting of all financial transactions on grants and contracts.

Perform under limited supervision a wide variety of financial tasks.

Duties and Responsibilities

All duties and responsibilities are in relation to assigned subrecipient(s) or contract(s).

Be the primary fiscal contact for sub-recipients. Understand specific grant requirements as it relates to sub-grantees. Assist with ensuring compliance with contract conditions and assurances and all reporting requirements are met.

Process subrecipient reimbursement request; ensure timely payment to subrecipients and contractors; monitor subrecipient budget to actual records; record and update sub-recipient and contract records in grants database.

Assist the grants accounting manager with evaluating the financial capabilities of sub-recipients and contractors for contract approval; notify grants accounting manager, director of grants and contracts management and/or program staff of any financial issues that may arise with subrecipients and contractors.

Assist grants accounting manager with monitoring sub-recipients to include performing sub-recipients' site visits; review sub-recipient award budgets and reimbursement requests for appropriateness and compliance, and ensure sub-recipients are in compliance with established administrative and financialpolicies, procedures, and sound business practices.

Monitor contractor agreements and ensure the terms and conditions of agreements are met and properly documented and communicated.

Be knowledgeable of grant and program spending allowability to ensure program staff spending is within requirements and grant budget. Provide fiscal approval invoices and expenses related to various programs.

Manage grantee, partner, and internal purchasing process to ensure efficient program delivery, when need arises.

Manage data in grants and accounting management software.

Perform and analyze grant financial data to assist grants accounting manager and director of grants and contracts management in making recommendations for various grant budgeting decisions.

Provide information to finance staff as necessary to assist in month-end close activities.

Assist the grants accounting manager with the initiation, design, development, and delivery of training on grants fiscal management and Children's Trust grant requirements for sub-recipients and Children's Trust staff provide training and technical assistance to sub-recipients.

Protect organization's value by keeping information confidential.

Support program staff as necessary in delivering grant requirements.

Maintain efficient electronic and paper filing systems for financial records.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relationsand/or representation at training and events; build capacity and knowledge of agency.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive andprofessional attitude, and team spirit.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications and job scope, but not limit the organization to adjust the work identified; it is our expectations that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Have an associate degree in accounting or business administration, or equivalent business experience, as well as knowledge of generally accepted accounting principles; have knowledge of accounting practices and grants management procedures.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Have strong computer literacy; proficient in Microsoft Office Suite, Trello, Dropbox, SharePoint, Blackbaud, Zoom and data management systems.

Reliable transportation is essential for this position to ensure consistent attendance and ability to fulfill job duties.

Drive and travel throughout South Carolina on a regular basis and nationally, as needed.

This is a grant-funded position and subject to change.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

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