

ACCOUNTING SPECIALIST

Upper Savannah Council of Governments is seeking candidates with accounting education and/or experience. This position requires the ability to complete multiple tasks including accounts payable, accounts receivable, payroll, program specific accounting and reporting, document management and storage, and other accounting duties as assigned.

Education and Experience

- Minimum of an associate's degree in a related field with an accounting certificate. A bachelor's degree with an accounting emphasis is preferred.
- Understanding of accounting and reporting for government funded programs preferred.

Skills and Competencies:

- Excellent communication and interpersonal skills.
- Strong organizational and work management skills.
- Ability to manage increasingly complex tasks.
- Proficiency in Microsoft Office Suite.
- Experience with accounting software.
- Quick learner with a strong ability to adapt to new systems and processes.

Salary and Benefits:

- Salary to be determined based on education and experience.
- State Health Insurance and State Retirement Benefits.
- Paid Annual and Sick Leave.

This is an on-site position located at the Upper Savannah Council of Governments in Greenwood, SC.

Qualified candidates should submit a cover letter and résumé to sleaman@uppersavannah.com or by mail to the address below.

Accounting Specialist
Upper Savannah Council of Governments
430 Helix Road
Greenwood SC 29646

An Equal Opportunity Employer