STAFF ACCOUNTANT

The Upper Savannah Council of Governments is a regional organization facilitating a variety of state and federally funded programs and services that benefit our member local governments and their constituents. One of the most important aspects of our work is ensuring financial integrity and compliance. We currently have an opening for a Staff Accountant.

Tasks and Duties

- Assist the Finance Director.
- Accounts payable, general and program specific.
- Accounts receivable, general and program specific.
- Financial administration of the Community Development program.
- Financial record keeping for the Upper Savannah Development Corporation.
- Financial record keeping for the Upper Savannah Land Trust.
- Other duties as assigned.

Education and Experience

- Candidates must have a relevant combination of education, training and experience necessary to perform the tasks and duties of the position.
- A bachelor's degree in accounting is preferred. However, a bachelor's or associate degree in a related field with an accounting emphasis or an accounting certificate is acceptable.
- Minimum of one year's experience in an accounting role 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:

- Hiring range is $45,000-$55,000.
- 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.

Staff Accountant
Upper Savannah Council of Governments
430 Helix Road
Greenwood SC 29646

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