SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/14/18 CLOSING DATE: 02/22/18 (4:30 PM)

SCDC INTERNAL TITLE: ACCT TECH II SCDC POSITION #: 010143
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: FISCAL TECHNICIAN I STATE JOB CLASS: AD01
PAY BAND/LEVEL: 03 D
BAND: 03 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 024952 - $ 032212 SCEIS POSITION #: 61019022

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN ENTRY-LEVEL
ACCOUNTING AND BOOKKEEPING.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). A HIGH SCHOOL DIPLOMA AND THREE (3) YEARS OF
CLERICAL ACCOUNTING OR BOOKKEEPING EXPERIENCE; OR AN ASSOCIATE
DEGREE WITH 12 SEMESTER HOURS IN ACCOUNTING. RELATED COURSES MAY BE
SUBSTITUTED FOR EDUCATION, TRAINING OR EXPERIENCE.

DESCRIPTION OF DUTIES:
IMPLEMENTS AND MAINTAINS A VARIETY OF ACCOUNTS AND ACCOUNT PROCEDURES.
COORDINATES PARA-PROFESSIONAL BUSINESS SUPPORT ACTIVITIES ASSOCIATED
WITH PROCUREMENT, SUPPLY, FISCAL MANAGEMENT AND BUDGETING AT THE
INSTITUTION. CONTROLS EXPENDITURES FROM PETTY CASH FUND, ENSURING
BUDGET CONTROLS ARE MET AND BUDGET TRANSFERS ARE INITIATED AS NEEDED.
SERVES AS THE COORDINATOR FOR INMATE PIN NUMBERS. REQUISITIONS FORMS,
SUPPLIES AND EQUIPMENT AND MAINTAINS BUSINESS RECORDS AND FILES.
SERVES AS INMATE PAY COORDINATOR, RESOLVING PROBLEMS WITH INMATE PAY.
BACK UP DUTIES WILL INCLUDE CANTEEN OPERATIONS AND IRC SPONSOR.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING