



PO BOX 850, 2748 Wagener Street, Aiken, SC 29802

P | 803-649-7981

F | 803-649-2248

www.lscog.org

PCED FINANCIAL COORDINATOR

The Lower Savannah Council of Governments, a regional planning and development agency located in Aiken, SC, is seeking qualified applicants for the position of Planning, Community & Economic Development (PCED) Financial Coordinator. The Financial Coordinator is responsible for all aspects of financial records and reports for the PCED Division. Assisting PCED staff, state, federal and local monitors, and auditors with financial monitoring requirements as related to grants administered by the PCED Division.

Candidate must be detail oriented, have excellent oral and written communication skills. Must be proficient in Microsoft Office software. Must pass a background check and be bondable. Bachelor's Degree in accounting, public administration or business administration and two years of work experience preferred. For more information visit www.lscog.org

Qualified applicants should send a résumé to Emory Langston, PCED Administrator, email elangston@lscog.org or mail to P.O. Box 850, Aiken, SC 29802. Resumes accepted through May 30, 2024 or until position is filled.

The Lower Savannah Council of Governments is an Equal Opportunity Employer.

Salary range upper thirties



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CLASSIFICATION: NON-EXEMPT

REPORTS TO: PCED ADMINISTRATOR

PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT(PCED) FINANCIAL COORDINATOR

The Planning, Community & Economic Development Financial Coordinator is responsible for all aspects of financial records and reports for the PCED Division. Assisting state, federal and local monitors and auditors with financial monitoring requirements as related to grants administered by the PCED Division.

Responsibilities include:

1. Preparation of necessary financial reports and documents to satisfy grant requirements for planning, community development, economic development, housing grants.
2. Maintain financial data for various grant programs.
3. Analyze financial, programmatic, wage and hour, and other required data in order to prepare reports for local, state, and federal agencies.
4. Assist PCED program staff, when necessary, with the monitoring, compliance and auditing of programs pertaining to LSCOG PCED administered grants (ie CDBG startup, closeout, financial monitoring, assistance with ADA compliance, etc.).
5. Provide financial input and technical assistance to PCED staff, funding source and local governments with PCED related grant applications for projects and programs.
6. Assist in coordination of travel arrangements for the PCED staff and any PCED related board members and the processing of payment for travel expenses.
7. Processing of PCED Purchase Orders for payment of validated invoices, reimbursement requests from the state funding agency, and reconciliation of financial reports with those of the COG financial system.
8. Assist in preparation of the annual Planning Community and Economic Development budget for inclusion into the COG annual budget.
9. Analyze Budgets and Accounting Reports for the purpose of maintaining expenditure controls.
10. Assist the LSCOG financial team when necessary.
11. Make financial recommendations to the Planning Community and Economic Development Administrator, Executive Director, Assistant Executive Director and/or COG Finance Director based on current financial analytical analysis.
12. Perform other duties as assigned by the Executive Director, Assistant Executive Director, and/or PCED Division Administrator.

Serving the counties of: Aiken ~ Allendale ~ Bamberg ~ Barnwell ~ Calhoun ~ Orangeburg



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EDUCATIONAL REQUIREMENTS:

Bachelor's Degree in Accounting, Public Administration, or Business Administration and two (2) years of grants related experience; or equivalent combination of training and progressively responsible grants related experience in a multi-faceted public organization.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of local, state, and federal requirements relating to Planning, Community & Economic Development and HOME.
2. Knowledge of current state, federal and local financial regulations such as CFR 200 "Super Circular".
3. Proficiency in Microsoft Office software programs.
4. Develop working knowledge of division financial databases and programs.
5. Strong oral and written skills necessary to effectively communicate and match the needs of consumers with the appropriate services.
6. Ability to be flexible and respond quickly and effectively to changing work assignments.
7. Driving agency vehicles to locations within the six counties of Aiken, Allendale Bamberg, Barnwell, Calhoun, or Orangeburg in carrying out the above duties. As well as traveling to necessary training or programmatic meetings outside of the region as needed.
8. Valid driver's license required.
9. Must pass background check and be bonded.

Salary Range and Current Benefits

Salary Range – upper thirties

Lower Savannah Council of Governments is a member of the South Carolina State Employee Health Insurance and Retirement Programs.

13 paid holidays annually and paid annual and sick leave included with benefits.

Lower Savannah Council of Governments

Lower Savannah Council of Governments is a regional planning and development organization serving Aiken, Allendale, Bamberg, Barnwell, Calhoun, and Orangeburg Counties, in South Carolina. It is the mission of Lower Savannah Council of Governments to work on behalf of local governments to develop, implement and administer plans, programs, and projects in cooperation with local, state and national stakeholders, to improve the quality of life for residents in the Lower Savannah Region.

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