

Position Title: Accounting Manager

Organization: The ETV Endowment of South Carolina

Overview:

Founded in 1977, the ETV Endowment of South Carolina is a 501(c)(3) nonprofit founded in 1977 that provides funding for programming broadcast on South Carolina ETV, South Carolina Public Radio and other public media stations.

Summary of Position:

The Accounting Manager will work closely with the Financial Officer and other team members to manage and administer the accounting functions of the organization including accounts receivable, accounts payable, payroll and month-end/year-end close. This position will report to the Financial Officer.

Primary Responsibilities:

- Manage the daily operations of all accounting functions for the organization
- Manage bi-weekly payroll process
- Prepare state and federal tax deposits and reports
- Manage weekly accounts payable process
- Manage monthly accounts receivable process
- Post journal entries and reconcile general ledger balances
- Reconcile bank statements and maintain cash balances
- Establish and maintain files and records to document transactions
- Assist with month, quarter & annual financial close
- Assist with annual external audit
- Monitor and analyze accounting data for compliance with established policies
- Establish and enforce proper accounting methods, policies and principles

Qualifications:

- Bachelor's degree
- Knowledgeable in GAAP. Nonprofit accounting experience a plus.
- 1-3 years professional experience in an accounting or finance role
- Professional attitude and appearance
- Exceptional written and oral communication skills
- Organized, able to handle details while pursuing overall goals and able to adapt quickly to a new organization
- Strong attention to detail
- Excellent computer skills including proficiency with Microsoft Word, Excel and Outlook. Experience with Raiser's Edge and Financial Edge a plus.
- Ability to multi-task, meet deadlines and function as part of a team

Time Requirements:

Located in Spartanburg, this part-time position is flexible; hours per week will depend on both the needs of the organization and the employee. It is a non-exempt position. It may be necessary to work extra hours around quarter ends and year ends.

If you meet the stated qualifications, we welcome you to apply. Submit a cover letter, resume and references to the attention of Amy Raffo at the ETV Endowment of SC, 401 East Kennedy Street, Suite B-1, Spartanburg, SC 29302 or at araffo@etvendowment.org. EEOE.

Compensation is commensurate with experience. Candidates must successfully pass a drug screen and credit, driving record and criminal background checks.