

# SENIOR FINANCIAL COORDINATOR FINANCE DEPARTMENT



*Cherokee County, SC*

**Location**

110 Railroad Avenue  
Gaffney, SC 29340

**Job Type**

Full Time

**Department**

FINANCE

**FLSA**

EXEMPT

**Job Summary**

This position is responsible for accurately analyzing and auditing financial transactions and activity in an efficient and timely manner. The Financial Coordinator will work closely with various departments to track expenses, maintain financial records, assist with audits, and oversee payroll operations. This position reports directly to the Finance Director but also works in cooperation with the County Treasurer.

## Essential Functions

<ul style="list-style-type: none"><li>• <b>Reconciliation</b><ul style="list-style-type: none"><li>➤ Monthly bank reconciliation for approximately 72 accounts.</li><li>➤ Reconciliation of Due to/Due from for the General Fund, Special Revenue, Agency and Capital Funds monthly.</li><li>➤ Reconcile payroll withholdings (PEBA Insurance) monthly to ensure correct amounts are withheld from each employee and recorded correctly in the general ledger.</li></ul></li></ul>	37%
<ul style="list-style-type: none"><li>• <b>Invoicing and Processing</b><ul style="list-style-type: none"><li>➤ Process vehicle leasing invoice to ensure the correct amount is being billed and create Journal Entry to post the invoiced amount each month.</li><li>➤ Coordinate with the Animal Shelter Department Head to send invoices to the City of Gaffney for animals housed each month at the Cherokee County Animal Shelter.</li><li>➤ Create and send a monthly invoice to Republic Services for reimbursement of the Landfill Motor Trailer Lease.</li><li>➤ Process and post workers compensation to each department monthly.</li><li>➤ Track and reconcile financial transactions, ensuring accuracy and compliance with County policies.</li><li>➤ Process fuel card (WEX) payment and send a transaction list out to be allocated to each department.</li></ul></li></ul>	15%
<ul style="list-style-type: none"><li>• <b>Reporting Duties</b><ul style="list-style-type: none"><li>➤ Assist the Finance Director with external audit tasks such as creating, updating, or generating new reports and spreadsheets.</li><li>➤ Assist the Finance Director with Yearly and/or Quartey reporting when needed.</li></ul></li></ul>	18%
<ul style="list-style-type: none"><li>• <b>Payroll Management</b><ul style="list-style-type: none"><li>➤ Calculate and pay South Carolina Sales and Use Tax.</li><li>➤ Pay South Carolina, North Carolina, and any other state needed child support that was withheld from employee's paychecks each pay period.</li><li>➤ Process payment for Colonial Insurance every two weeks.</li><li>➤ Make payments to the appropriate Department of Revenue for withholdings from employees' paychecks.</li><li>➤ Run Federal and State tax withholding reports each pay period and pay the appropriate amounts to each.</li><li>➤ Check timesheets and portal entries turned in against the Detail Register created by the Payroll Clerk to ensure all employees are being paid the appropriate amounts.</li></ul></li></ul>	20%

- **Financial Software Management**

10%

- Monitor purchasing to identify Fixed Assets and scan supporting documents into the Fixed Asset module within the financial software.
- Monitor changes in fixed assets and remove disposed assets from software.
- Monitor and Maintain all County subscriptions and leases using the Debtbook software platform.

## Qualifications

### Required Qualifications

- High school diploma or GED.
- Associate's degree in accounting or related field.
- Must have general ledger experience/preferably governmental.
- Familiarity with accounting and payroll software.
- Basic understanding of accounting principles.
- Strong math and data entry skills.
- Attention to detail and ability to maintain accuracy.
- Proficiency in Microsoft Office Word and Excel.
- Must be well organized and able to multi-task with limited supervision.
- Strong Analytical organizational and communication skills.

### Preferred Qualifications

- Bachelor's degree in Accounting, Finance or Business Administration.
- Payroll processing experience/knowledge.
- Proven experience in finance, accounting or similar role.
- Strong Analytical organizational and communication skills.

## Performance Requirements

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work.
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities
- Knowledge of the terminology, principles, and methods utilized within the County
- Knowledge of standard administrative and financial practices
- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Skill and mathematical ability to handle required calculations
- Ability to multi-task in a fast-paced office environment.
- Ability to provide strong attention to detail.
- Professional demeanor displayed through attitude and appearance.
- Ability to remain current on governmental finance practices.

## Other Information

### Working Conditions

**Primary Work Location:** Cherokee County Administration Building  
110 Railroad Avenue Gaffney, SC 29340

#### **Physical Demands:**

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

#### **Mental Demands:**

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

### Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

**Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.