

Accountant / Payroll Manager (Greenville Service Center)

Girl Scouts of South Carolina – Mountains to Midlands council is the largest leadership organization serving girls in South Carolina. Girl Scouting is the largest leadership organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

POSITION SUMMARY AND OVERVIEW OF RESPONSIBILITIES

The **Accountant** supports all fiscal functions of the council in accordance with generally accepted accounting and finance principles and regulations. Works closely with the Chief Financial Officer on assigned projects such as the council's budget, monitoring operating plans to budgets, control systems, records management and retention, audit support and payroll function. The Accountant must apply principles of accounting to prepare and analyze financial information, prepare financial reports by compiling information, and utilizing appropriate accounting controls.

- Prepare profit and loss statements and monthly closing and cost accounting reports on a timely basis.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Completes assigned financial reporting activities and provides accurate and up-to-date information on the financial activities of the council.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Process bank reconciliations and record keeping.

The **Payroll Manager** is responsible for the efficient processing of payroll payments, any approved adjustments, and the accuracy of employee payroll records. Also, recommends, develops and implements best payroll practices including audits and analyzing accuracy of pay and payroll records. Works closely with and at times collaborates with HR/HRIS personnel, creating a team environment to support each other and staff.

- Administers biweekly payroll for all employees.
- Verifies payroll correctness, processing employee changes.
- Ensure that expense reimbursements adhere to company policy and are processed timely.
- Audits time and attendance system for integrity.

EDUCATION/BACKGROUND:

- 5+ years of progressive experience in all phases of finance management, accounting, and payroll; BS Accounting or Finance degree preferred.
- Attention to detail, knowledge of accounting/bookkeeping, and ability to interact effectively with staff and volunteers at all levels of the organization.
- Demonstrated commitment and ability to interact with diverse populations.
- Strong communication skills to speak effectively before large and small groups.

REQUIRED SPECIALIZED OR TECHNICAL KNOWLEDGE:

- Ability to make independent decisions and ability to interact effectively with staff and volunteers at all levels of the organization.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Must have personal transportation and the ability to drive; possess a valid South Carolina driver's license, maintain personal auto insurance meeting council insurance company's requirement for coverage, and submit to drug test and background search.
- Must successfully pass a background check and drug test

HOW TO APPLY

This Vacancy Notice will remain active until all position openings are filled. For consideration, please forward your cover letter, resume and salary requirements to humanresources@gssc-mm.org.

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