



SC WATER ASSOCIATIONS
FINANCIAL AND ACCOUNTING MANAGER
JOB DUTIES & RESPONSIBILITIES

Primary Function

Serves as the Financial and Accounting Manager of the South Carolina American Water Works Association and Water Environment Association of South Carolina (hereafter known as the SC Water Associations) under the direct supervision of the Executive Director. Assists in all administrative and operational activities and programs in support of the SC Water Associations' mission.

Responsibilities and Authority

1. Enters all invoices, deposits and accounts payable/receivable into accounting software. Ensures that all outstanding debts are resolved in a timely manner to avoid late charges, overages, etc.
2. Provides financial oversight and management to SCAWWA and WEASC, including recording and processing of invoices, payments, and deposits in accordance with governing policies and procedures, under the direction of the Executive Director and in conjunction with the respective Treasurers. Coordinates with and provides information to outside auditing firm as appropriate and necessary. Prepares reports to the respective Treasurers on a monthly, quarterly, annual and as needed basis.
3. Assists the Executive Director and the Finance Committee in the development of the organizations' annual and SCEC budgets.
4. Coordinates with and provides information to outside auditing firm as appropriate and necessary. Plans for and assists with annual financial audits of the SCAWWA and the WEASC, both internal audits and those conducted by financial professionals. This shall include gathering requested information, compiling associated reports, ensuring audits are performed in a timely manner after the close of the corresponding fiscal year.
5. Assists with the preparation of the annual IRS 990 filings for the SCAWWA and WEASC. Participates in the review of 990s prepared by independent financial professionals. Serves as the liaison to the Executive Director and the respective boards when answering questions, supplying additional information, preparing requested reports associated with the 990 preparation and filing.
6. Monitors routine financial practices of the SCAWWA and the WEASC and makes reports to the Association Treasurers or other Board members with respected to such practices.

7. Attends Committee meetings and Board meetings as requested by the Executive Director.
8. Tracks and coordinates scholarships given by the Association.
9. Assists the Executive Director in oversight and management of the various contracts maintained by the Associations.
10. Assists in the preparation and delivery of the annual Joint Planning Retreat as appropriate and directed by the Executive Director.
11. Assists the Executive Director in the development of materials for policies and procedures manuals including the Joint Steering Committee Manual and respective Organizational Handbooks/Manuals.

Education and Experience

Minimum requirements:

- 1) Associate degree with a major in Communications, English, Business Administration, or Education and experience with accounting procedures.
- 2) Experience in MS Word, MS Excel, MS Access, and Quick Books.
- 3) Possession of a valid South Carolina driver's license, or the ability to acquire one.
- 4) Bondable.
- 5) Willingness and ability to travel as required, including furnishing your own reliable vehicle.

Preferences

Experience with non-profit organization accounting requirements.

Work Hours

Work hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday.