



**South Carolina  
Farm Bureau Federation**

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www.scfb.org

## JOB POSTING

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<b>Position:</b>	Accounting Manager	<b>FLSA Status:</b>	Exempt	<b>Job Status:</b>	FT
<b>Department:</b>	Finance	<b>Travel Required:</b>	Yes – approx. 25%		
<b>Job Location:</b>	724 Knox Abbott Drive, Cayce S.C.	<b>Reports To:</b>	Chief Financial Officer		

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### DEPARTMENT OVERVIEW

The Accounting and Finance department oversees the financial transactions for the South Carolina Farm Bureau Federation (“Federation”) and all its subsidiaries and related organizations, as well as assisting in administrative support for these companies and the forty-seven (47) county Farm Bureau chapters. The Federation is a grassroots membership agricultural nonprofit organization. Nearly 100,000 members strong, it aims to promote the interest of agriculture in S.C. through education, outreach, leadership and legislative advocacy.

### JOB DESCRIPTION

We are looking for an experienced accounting professional who will oversee areas of the accounting department, prepare financial statements and analysis, and assist in helping with audit and ledger preparation and support other departments with financial procedures. Working under the direction of the CFO, this candidate must have a strong understanding of accounting principles and be able to work independently as well as in a team environment. The candidate must be flexible and a motivated self-starter with an accounting and auditing background, who is comfortable with integrated accounting systems and modern technologies. This position will be responsible for multiple companies under the Federation’s umbrella, which requires familiarity with accounting for nonprofit and for-profit entities.

### JOB RESPONSIBILITIES

- Enter transactions for subsidiaries and related organizations and perform month end financial close, ensuring costs incurred are recorded properly, review journal entries, perform account balance reconciliations and prepare reports.
- Review general ledger transactions for correctness and propriety for multiple companies, including, but not limited to, bank reconciliations, reconciliation of investment account statements, check runs, accounts receivable & payable transactions, fixed assets, recording of revenue and expenses, etc.
- Prepare detailed journal entries and account analyses for multiple companies.
- Prepare monthly and annual financial statements and ad hoc financial reports for multiple companies on a timely basis, adhering to accounting principles generally accepted in the U.S. or established by management.
- Assist with preparation of budget reports and analysis for the Federation.
- Collaborate with external auditors to ensure successful audit results and compliance.

- Assist with compilation of information for preparation of tax returns for Federation and its subsidiaries.
- Ensure compliance with internal control policies and develop new policies as needed.
- Participate in strategic financial projects including upgrade implementations of accounting systems throughout all companies.
- Resolve or assist in resolving complex accounting issues.
- Provide assistance as a back up to other accounting staff when needed.
- Ensure compliance with regulatory state and federal agencies.
- Assist with internal audits of county Farm Bureau chapters.
- Prepare and file annual tax returns for county Farm Bureau chapters.
- Maintain accounting records for state and federal PAC organizations.
- Ensure compliance with regulatory agencies for state and federal PAC organizations.
- Perform other duties as assigned or required.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Accounting or Finance with concentration in Accounting
- Certified Public Accountant (CPA) license
- Minimum two (2) years public accounting experience or five (5) years in an accounting leadership role
- Proficient with Microsoft Office applications, including Excel, Word and Outlook

#### **PREFERRED SKILLS**

- Experience with the following a plus: Sage 100, QuickBooks Pro, Lacerte Tax, Adobe Acrobat DC
- Ability to work on PC based peripheral equipment
- Proficiency with accounting software and experience with software system implementation a plus
- Effective interpersonal and communication skills
- Ability to multi-task while working independently and collaboratively with a team
- Strong problem solving and critical thinking skills
- Accurate data entry and detail-oriented
- Positive attitude and motivated

#### **OTHER INFORMATION**

The South Carolina Farm Bureau is an equal opportunity employer offering excellent benefits for its employees. We reward employees with a competitive salary and comprehensive benefits package, which include health, Paid Time off (PTO), 401k Retirement plan and paid holidays. For more information about the South Carolina Farm Bureau Federation, please visit our website at [www.scfb.org](http://www.scfb.org). For a copy of this job posting, go to [www.scfb.org/about-us](http://www.scfb.org/about-us) and click on job openings.

If interested in position, please submit a cover letter and resume by email to [jobs@scfb.org](mailto:jobs@scfb.org) or by mail to:

South Carolina Farm Bureau Federation  
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 Columbia, SC 29202-0754  
 Attn: Betty Meadows