**Grants Accounting Associate**

Provides fiscal support for expenses related to grants and contracts for Children’s Trust of South Carolina. Assists the Senior Grants Accountant, Director of Grants and Contracts Management, program officers, and staff in developing, implementing, and providing ongoing financial oversight to grants management operations, ensuring the appropriate use and accurate reporting of all financial transactions on grants and contracts.

Perform under limited supervision a wide variety of financial tasks.

**Qualifications**

Have an associate degree in accounting or business administration, or equivalent business experience, as well as knowledge of generally accepted accounting principles; have knowledge of accounting practices and grants management procedures.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

**Benefits**

Children’s Trust provides a competitive benefits package including medical, dental, life, short-term and long-term disability, matching voluntary deferred compensation, and paid time off and holidays.

**Salary Range**

$32,887 - $46,041

**Hiring Range**

Min: $37,500 Max: $41,500

*You can find out more about our mission at* [*www.scchildren.org*](http://www.scchildren.org)*. A more complete description of this position can be found at* [*www.scchildren.org/employment*](http://www.scchildren.org/employment)*.*

Email cover letter and resume by October 1 to aneely@scchildren.org subject line ***Grants Accounting Associate*** or mail to P.O. Box 11644, Columbia, SC 29211.