

**ETV Endowment of South Carolina, Inc.
South Carolina Educational Communications, Inc.**

Position Title: **Staff Accountant**

Reports to: **Financial Officer**

Position Summary:

The Staff Accountant is responsible for managing the daily financial and accounting operations of the ETV Endowment and South Carolina Educational Communications, including accounts receivable, accounts payable, payroll and general ledger, and ensuring that monthly close and financial reporting is completed in an accurate and timely manner.

Responsibilities:

Payroll

- Administer all payroll functions
- Manage new employee onboarding and all related state and federal reporting
- Manage state and federal tax deposits by appropriate due dates
- Manage all quarterly tax reports
- Prepare all annual employee and employer tax reports

Accounts Payable

- Code invoices and route for approval
- Enter all approved invoices into Financial Edge
- Prepare disbursements via check, ACH and bank draft based on invoice due dates
- Maintain all vendor files
- Manage and reconcile all travel/procurement credit cards

Accounts Receivable

- Invoice all underwriting contracts for television and radio
- Monitor aged receivables and communicate with appropriate parties
- Invoice school purchase orders for TeacherStep courses
- Prepare monthly statements
- Record all underwriting and TeacherStep receipts

General Accounting

- Monitor and analyze accounting data for compliance with established policies and internal controls

- Establish and enforce proper accounting methods, policies and principles
- Process all cash receipts of both companies through Financial Edge
- Reconcile bank statements and monitor cash balances
- Post journal entries and reconcile general ledger balances
- Provide assistance to auditors and Financial Officer for audit
- Prepare monthly closing packages for both organizations

General

- Provide assistance with office projects and deadlines
- Maintain confidentiality and integrity of all business functions
- Participate in phone lunch-duty assignments
- Provide email and phone assistance to SCETV employees, vendors, banks, underwriting clients, state and federal agencies, etc., who have account inquires, invoice payments or information requests

Applicants are asked to submit a letter of intent, resume and list of references to Claire Ginther via email to cginther@etvendowment.org. EEOE. Salary is commensurate with experience, and the ETV Endowment offers a comprehensive benefits package. Candidates must consent to a drug screen, credit check and criminal background check.