



Children's Law Center

Financial Coordinator
(Fiscal Technician II)

Children's Law Center, USC Law School, Band 04. \$34,295 or commensurate with qualifications. State benefits included.

Job Duties: This is the primary position responsible for daily financial transactions within the Children's Law Center. Duties include handling procurement of large items and subscriptions, approving People Soft payment requests, monitoring expenditures, preparing reports, handling deposits, functioning as credit card liaison, and serving as a resource for staff on procurement policies and procedures.

Minimum qualifications include (1) associate's degree with 12 semester hours of accounting related courses and 5 years clerical accounting or bookkeeping experience; **or** (2) high school diploma and 7 years related experience; **or** (3) equivalent combination of education and experience. Must have knowledge of basic payment and accounting processes. Must have ability to perform detailed work with a high level of accuracy. Must be able to manage deadlines and work independently.

Preferred qualifications include experience with processing transactions in People Soft.

To apply, submit an online application as required by USC. You may access USC Jobs Online Employment site at <https://uscjobs.sc.edu/postings/110210>.

For more information, contact Carolyn S. Morris at (803) 777-5506 or csmorris@mailbox.sc.edu.

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