

Union County Government  
Department: Alcohol and Drug Abuse Commission

FLSA 40HRS/Week, Non-Exempt, Job Code A13  
Minimum Starting Range: \$37,731.00-\$44,886.40  
Reports to: Director of Finance & Administration

Union County is accepting applications for Financial Coordinator at Union County Alcohol and Drug Abuse Commission. This is a full-time position, that will qualify for SC PEBA Retirement and group Health, Dental, Vision and Life benefits. General duties and requirements are below, with a detailed job description attached.

**General Responsibilities & Major Functions:**

This position is required to provide supervision and management of the financial activities of the agency and coordinate with the Finance and Treasury functions at the County level. The primary functions are to manage administrative services of treasury/finance processes and reconciliations, provide human resource management, co-ordinate contract/purchasing requirements, and manage grant activities for Union County Alcohol & Drug Abuse, a Department of Union County Government.

**Minimum Education and Experience Qualifications:**

- Bachelor Degree in Accounting or equivalent (Business with focus in accounting)
- Minimum of 1 year experience in accounting function (possibly internships)
- Analytical and detail oriented, deadline oriented, and related internal controls
- “Office” proficient, especially knowledgeable with using Excel tables, pivot tables, macros
- Familiarity with contract/grant/bid language to enable interpretation and compliant implementation, some “business law exposure”
- Organizational skills to maintain files as required for compliance and audit
- Able to work independently as well as a team member, a “self-starter”

Applications and resumes may be submitted online via the county website at [www.countyofunion.org](http://www.countyofunion.org), in person at the County Supervisor’s Office 210 West Main Street Union, SC or by email to [hr@countyofunion.com](mailto:hr@countyofunion.com)

**Applications will be accepted until a qualified candidate is identified**

Union County is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex or handicapped status in the provisions of its programs, services, employment and personnel practices in keeping with section 504 of the Rehabilitation Act of 1973 as amended