

# *State of South Carolina*

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## *Workers' Compensation Commission*

Vacancy Announcement  
Director of Administration

April 8, 2014

The S.C. Workers' Compensation Commission is seeking qualified individuals for the position of Director of Administration (Accounting Fiscal Manager I). The person in this position will collaborate with other Executive Staff members to lead the Administration Department in a manner consistent with its mission. The position's responsibilities include finance, budget and procurement functions within the Commission; managing accounts payable; serves as the procurement officer for the Commission; prepares the annual detailed budget and develops spending forecasts and assists the agency director in critical budgeting decisions.

Preferred qualifications include a bachelor's degree with accounting courses and professional experience in a related area such as accounting, auditing, banking or finance. A detailed working knowledge of SCEIS/SAP is required as well as experience in State Accounting and Procurement.

Click [here](#) to view the position's responsibilities, requirements, and preferred qualifications, and to access the notice on the State Jobs website.

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