

STAFF VACANCY ANNOUNCEMENT

SOUTH CAROLINA WING STAFF VACANCY ANNOUNCEMENT

DIRECTOR OF FINANCE

Suspense: 25 April 2025

Director of Finance

Responsible for overall financial management of the Wing program. Responsibilities include:

- Serving as a member of the wing finance committee
- Ensuring accounting controls are adequate and in compliance with CAP regulations and Generally Accepted Accounting Principles (GAAP)
- Reviewing monthly Profit & Loss Statements, Balance Sheets, and Cash reports for accuracy. Consult Wing Bookkeeper for direction and assistance
- Ensuring the finance committee meets quarterly and record minutes
- Ensuring all expenses are properly approved
- Ensuring an annual balanced budget is developed and approved.
- Ensuring the Internal Financial Review is completed quarterly.
- Ensuring all policies, bank statements, bank reconciliations, Internal Financial Reviews and meeting minutes are documented, uploaded, and “approved” through Docusign.
- Ensuring all credit card statements are approved through Docusign.
- Contacting unit wing finance officers when needed.
- Working with the Wing Director of Education and Training to develop a wing training program to train unit and new Finance Officers.
- Possessing familiarity with CAP regulations in the 173 series and CAPP 202.

POSITION REQUIREMENTS:

- Experienced CAP officer or NCO with an understanding of CAP structure and operations at the unit, wing, and region. (Required)
- Previously served as a Unit Finance Officer (Required)
- Senior rating or higher in the Finance Officer Specialty Track (Desired)
- Completed Level II of the CAP Education and Training Program. (Required)

Posted: 11 April 2025

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ASSIGNMENT REQUIREMENTS:

- Unit Assignment: SCWG HQ Staff (MAR-SC-001) or remain assigned to current unit with additional duty assigned at Wing.
- Position reports to: Wing Chief of Staff

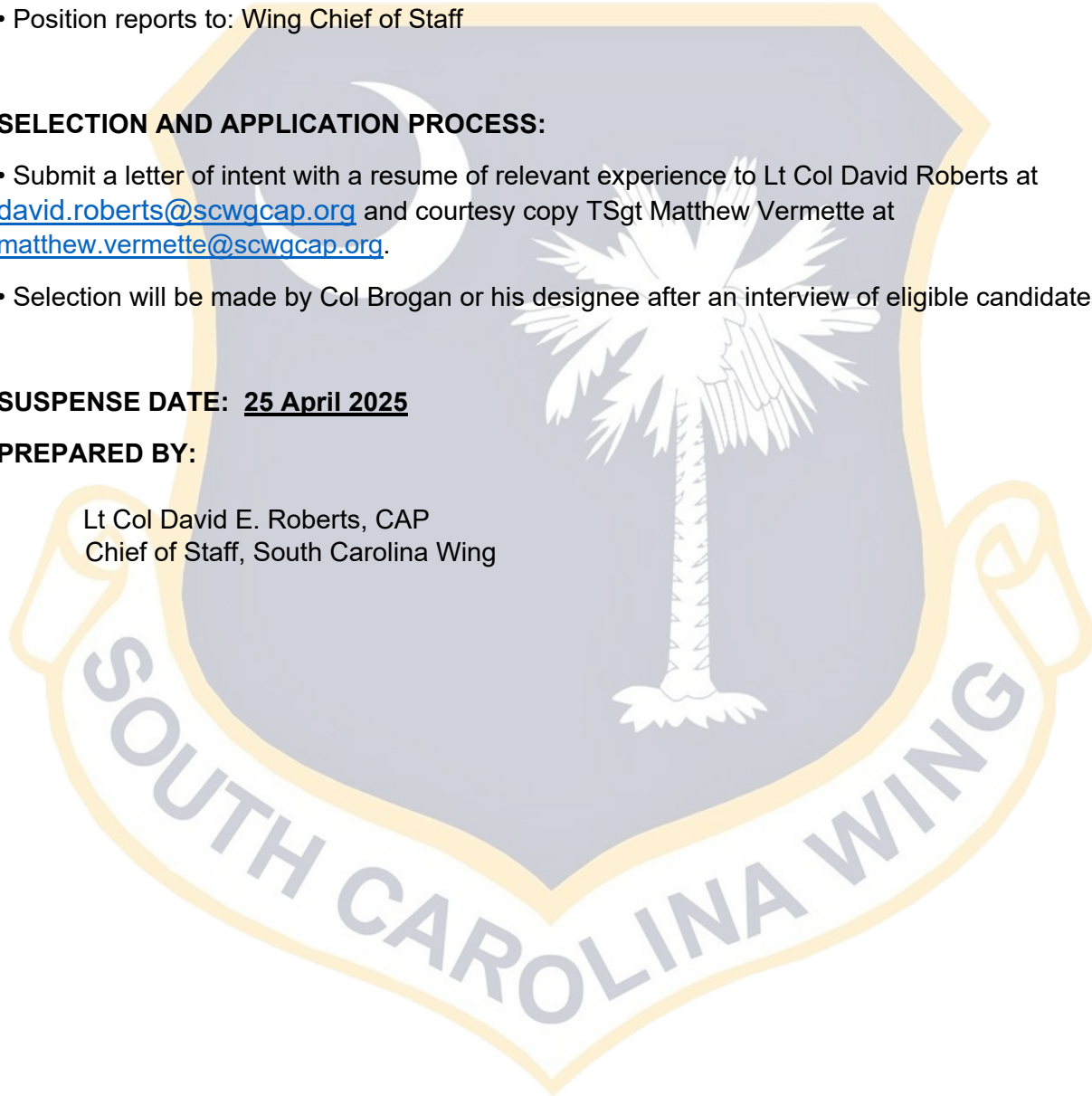
SELECTION AND APPLICATION PROCESS:

- Submit a letter of intent with a resume of relevant experience to Lt Col David Roberts at david.roberts@scwgcap.org and courtesy copy TSgt Matthew Vermette at matthew.vermette@scwgcap.org.
- Selection will be made by Col Brogan or his designee after an interview of eligible candidates.

SUSPENSE DATE: 25 April 2025

PREPARED BY:

Lt Col David E. Roberts, CAP
Chief of Staff, South Carolina Wing



Posted: 11 April 2025