



**Position Description:** 4K Fiscal Manager

**Organization**

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state's comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children's health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called "local partners," SCFS reaches children 0-5 and their families in every county of the state. SCFS runs one of the largest Early Head Start-Child Care Partnership programs in the country with a presence in 14 counties. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. The diverse workforce that makes up the 70+ member team at SCFS includes salaried, hourly, and grant-funded positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

**Team: Finance**

The SC First Steps Finance Team manages almost \$40 million per year in multiple funding sources, which include Federal, State and other funds. This rapidly growing organization provides opportunities to grow and perform in multiple ways. These include opportunities with complex financial information systems and processing, as well as, working in a dynamic environment with multiple programs and professional staff. First Steps supports and monitors 46 local First Steps Partnerships, works with over 200 4K providers across the state, serving thousands of children statewide.

**Team: Child Early Reading Development and Education Program (CERDEP) – 4K Program**

The Child Early Reading Development and Education Program (CERDEP) was created as a pilot program in 2006 and codified alongside the state's Read to Succeed legislation (Act 284) in June 2014. Previously, the program was called the Child Development Education Pilot Program (CDEPP). The original pilot program was established by our legislature in response to Abbeville County School District, et. al. v. South Carolina, a school equity funding lawsuit brought by rural school districts. Children who qualify for free- or reduced-price lunch, those receiving Medicaid, or those with a documented developmental delay were eligible to participate in CERDEP. CERDEP is co-administered in private preschool settings by South Carolina First Steps to School Readiness (First Steps).

**Position Description:** Under general supervision of the Chief Operating and Chief Financial Officer of South Carolina First Steps (SCFS) to School Readiness office, this position will serve as the primary financial manager for the 4K Program and will provide supervision and management of fiscal support to the 4K Program. The 4K Fiscal Manager provides oversight and responsibility for all processes and procedures associated with the payments to 4K Providers, provides the program with assistance regarding budget development, and support to other program needs. This position coordinates and

communicates closely with the 4K Program Manager to ensure the program staff are involved in financial activities and decision making. This position is located in Columbia, SC.

**Responsibilities and Duties:**

1. Manages the fiscal support functions for the 4K Program for SC First Steps. These functions include supervising staff responsible for supporting the financial activities for the program. Position will ensure that all financial transactions and payments are handled appropriately and within time frames. Manager will coordinate with the 4K Program Data staff to ensure that records are accurate.
2. Ensures all accounting records are accurate, and works with the CPA firm processing any documents to ensure all SC Laws and regulations are followed. These processes will include all transactions concerning assigned accounts; preparations of checks and deposits, fund transfers, journal entries; and ensures that batches and related documents are organized and documented properly.
3. Creates financial transactions in SCEIS essential to the procurement of goods and services; prepares shopping carts, verifies procurement acquisitions, and initiates/completes the goods receipts. Maintains all financial records for the office, submits requisitions, processes purchase orders for payment, procurement card transactions, tracking payments, and monitoring account balances.
4. Maintains supply/equipment vendor information and receive and process supply equipment orders for 4K sites.
5. Develops methods for recording financial transactions and prepares reports of financial analyses.
6. Performs other duties as assigned.

**Qualifications and Skills:**

Required:

- Bachelor's degree or Associates degree from an accredited university in Accounting or related field.
- Minimum of five years of accounting, bookkeeping experience or financial operations. Knowledge of the principles, practices, theories, terminology of accounting, banking, and financial management.
- Supervisory Experience
- Experience in collecting, assimilating financial data, ability to analyze and interpret complex financial data and reports.
- Excellent verbal and written communication skills.
- Excellent Customer Service Skills, Judgement and Initiative.
- Strong record keeping, computer, and clerical skills.
- Experience with Accounting Software and applications.
- Proficient with Microsoft Office (Excel, Word, Access, Power point).

Preferred:

- Experience with SAP and SCEIS.
- Must have good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings
- Must possess Initiative and problem-solving capabilities
- Must be able to work well with people

Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Ability to lift up to 45 pounds

**Benefits:**

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

**To apply, submit your cover letter and resume to Samantha Ingram at [hr@scfirststeps.org](mailto:hr@scfirststeps.org).**