



Position Description: Temporary Local Partnership 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 local of the state. 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 50+ 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.

Position Description:

Under general supervision of the Accountant Fiscal Analyst III of South Carolina First Steps (SCFS) to School Readiness office this position will serve as the primary liaison for 20 county First Steps partnerships along with our Regional Finance Managers (RFM) and SCFS staff regarding county partnership budgets; load initial fiscal year budgets into Blackbaud Software accounting system; run Blackbaud reports to ensure accuracy; provide daily guidance to county partnership Executive Directors (ED) regarding budget development / projections based on actual prior year spending trends and future requirements.

Responsibilities and Duties:

1. Process all county budget re-allocation forms; updates all budget re-allocations in Blackbaud and run Blackbaud reports to ensure accuracy.
2. Produce monthly/quarterly reports to monitor county partnership spending in relation to approved budgets and negative balances. In constant communication with supervisor at least quarterly to discuss trends, report findings and corrective actions.
3. Monthly monitoring of the Budget Spending Plans for cost allocation and accurate funding budgeted in each program.

4. Reconcile / compare partnership program/strategy budgets with partnerships' vendors contract budgets in the BLACKBAUD procurement module to ensure all contracts are loaded/updated into Blackbaud timely and accurately.
5. Resolve problems and advise/coach EDs; communicates with county partnership EDs to discuss fiscal issues, concerns, and findings.
6. Performs other assigned duties as required.

Qualifications and Skills:

Required:

- A bachelor's degree in accounting or other related areas, such as auditing and finance.
- Knowledgeable in collecting, assimilating financial data.
- Ability to analyze and interpret complex financial data and reports.
- Ability to perform analysis of financial records.
- Ability to maintain effective working relationships.
- Knowledge of accounting/bookkeeping principles and practices.
- Strong record keeping, computer, and clerical skills.
- Proficient with Microsoft Office (Excel, Word, Access, Power point).

Preferred:

- Experience with SCEIS.
- General knowledge of state government.
- Knowledge of state procurement regulations, procedures, and processes.
- Must have good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, and be able to receive and provide feedback.
- 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 perform limited travel in-state
- Must have vehicle to use in performance of job
- Must be able to pass criminal background, child, and adult maltreatment screen
- Ability to lift up to 25 pounds

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program, 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 Avian Jones at AJones@scfirststeps.org.