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**Strengthening Families Program 6-11 (SFP 6-11)  
Program Assistant  
Job Description**

**Position Summary:**

The Strengthening Families Program (SFP) Program Assistant will provide administrative assistance and programmatic support of the Lee County First Steps' Strengthening Families Program.

**Job Responsibilities:**

- Reports to Executive Director
- Prepares employees hiring packets as needed.
- Prepares Payment Authorization Forms (PAF) for approval by the Executive Director
- Receives and reviews employees' invoices and timesheets, and travel reimbursement
- Collects and maintains receipts of all purchases for SFP
- Prepare Financial Reports
- Submits as needed all documents such as receipts, invoices and timesheets to the Regional Finance Manager to process payments
- Maintains accurate records on Strengthening Family Program (SFP) employees
- Maintains accurate records on all expense accounts and accounts payable
- Use monitor the Fiscal Web-Based System (Blackbaud) for processing and finalization of weekly payments
- Developing and finalizing fiscal reports for Executive Director
- Maintains accurate files and records for all vendors to include invoices and payments
- Other assigned duties

**Job Qualifications:**

- Must be sincere, pleasant and a strong desire to help families.
- Must have a high school diploma, Bachelor degree preferred.
- Minimum 5 years of financial experience
- Familiarity with Microsoft Office Suite in particular MS Word and Excel
- Prepare financial reports
- Independent, flexible and self-starter
- Polished written and verbal communication skills
- A valid SC Driver's License preferred

**Work Schedule:**

12- 15 hours per week; 1 day in office and ability to telecommute; Monday-Friday (Daily Office 9:00 AM until 5:00 PM); Flexible Schedule/ Some Evenings and Occasional Weekends

**Position Status:**

Part-Time Independent Contractor Position; No Benefits

**Hourly Rate:** (Negotiable)

Electronically Submit Resume with 3 References by Noon August 31, 2020 to [lee1ststeps@gmail.com](mailto:lee1ststeps@gmail.com)



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