



## **Position: Grants Accountant**

**Organization:** South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. 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 of the Director of Finance and Audits, this position is responsible for funds budgeting, spending, cash management, and assisting the Director of Finance and Audits with reports required for agency funds. This position will have the primary responsibility of accounting for agency grant funds and will work closely with the Director of Grantmaking and Development as well as staff associated with programs and local partnerships.

## **Responsibilities and Duties:**

- Responsible for managing state level program budgets and finances and maintain accurate assigned accounts.

- Maintains knowledge of state processes and procedures related to accounting and fiscal requirements.
- Develops and produces invoices for grants receivables and ensures the mounts are received and posted to agencies books of records.
- Uses SCEIS to monitor and manage cash balances for assigned grants. Ensures that all financial entries are posted timely and accurately.
- Maintains knowledge of federal grant requirements, deadlines, and ensures the agency is compliant with all.
- Prepares necessary monthly reports for all assigned grants and distributes them to appropriate partners and staff. Attends required grant related meetings and updates. Works closely with grant manager to maintain continuous reliable financial data.
- Works with Blackbaud to monitor the use of grant funds distributed to the Local Partnerships to ensure they are spending the funds timely and appropriately.
- Identifies areas of concern, issues, or noncompliance and notifies appropriate staff.
- Works with all vendors and responsible parties to correct any areas of noncompliance.
- Provides back up to the Director of Finance and Audits.
- 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 produce complex financial data and reports.
- 3 years of federal grant accounting and cash management.
- Ability to maintain effective working relationships.
- Knowledge of the principles, practices, theories, and terminology of accounting, banking, budgeting, and finance management.
- 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.
- 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 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.

SC First Steps is an equal opportunity employer.

SC First Steps is a drug-free workplace.

**To apply, submit an official application at <https://bit.ly/3B0Qi6F> and send your cover letter and resume to Avian Jones at [HR@scfirststeps.org](mailto:HR@scfirststeps.org).**