



**Position: Local Partnerships Fiscal Manager**

**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 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 an official application at <https://bit.ly/3YLFdc3> and send your cover letter and resume to Avian Jones at [HR@scfirststeps.org](mailto:HR@scfirststeps.org).**