



LANCASTER COUNTY FIRST STEPS FISCAL MANAGER

Reports to: LCFS Executive Director
Direct Reports: None
Job Status: Full-time, exempt
Salary Range: \$50,000 - \$60,000 per year

Summary

This is an extraordinary opportunity for an independent, experienced professional with five or more years of nonprofit accounting and finance experience, ideally including bookkeeping, government and private foundation grants management, cost accounting, financial analysis, reporting, and presenting financial information to internal and external stakeholders.

Reporting to the Executive Director, the Fiscal Manager is responsible for all financial accounting, operations, and reporting activities for a \$2.4 million early childhood education nonprofit located in Lancaster, SC. This position requires personal qualities of integrity, credibility, and unwavering commitment to the Lancaster County First Steps (LCFS) mission and values.

Key LCFS programs include an Early Head Start-Child Care Partnership program and a variety of early childhood education and family support programs and initiatives. As the sole financial position within the organization, the Fiscal Manager must be a proactive, hands-on strategic thinker who will own the responsibility for finance. S/he is a member of the senior management team and makes presentations at board meetings, as well as to the board finance committee, and various Early Head Start committees.

Essential Job Responsibilities – Performance Indicators

Accounting, Budgeting and Financial Management (55%)

1. Perform all day-to-day financial activities for the organization, including, but not limited to, accounts payable, accounts receivable, checking account reconciliation, budget management, and Federal grant drawdowns using Blackbaud and the federal Payment Management System (PMS).
2. Serve as principal liaison with SC First Steps Regional Financial Manager, OHS Grants Management Specialist, accounting firm and independent auditors.
3. Support the Executive Director in the annual budgeting and planning process and with ongoing budget management and control, providing insight and recommendations for adjustments as needed.
4. Develop policies and procedures and ensure appropriate financial controls are in place to maintain compliance; model and reinforce a culture of compliance and fiscal responsibility.
5. Regularly monitor all operating and project/program financial activities; track approved organizational budget against actual expenditures, with a view to identify, explain, and correct variances as appropriate.
6. Analyze financial data and prepare and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and



changes and keep senior leadership and board of directors abreast of the organization's financial status.

7. Manage organizational cash flow; prepare regular forecasts in collaboration with program leadership; continuously collaborate with program leaders to assess the financial efficacy of program operations and to establish financial and administrative systems to support program operations.
8. Coordinate with First Steps financial team, accounting firm and auditor to ensure flawless annual audits.

Reporting and Grants Management (25%)

1. Assist with preparing budgets for grant applications; ensure that actual expenditures do not exceed approved budgets throughout the grant/fund period; prepare and submit timely all monthly, quarterly, semi-annual and annual financial reports for all grants, including EHS.
2. Serve as fiscal liaison to all EHS Child Care Partners; monitor monthly invoices and ensure contractual compliance with regard to financial reporting.
3. Monitor and ensure compliance with all grant funding source rules, regulations, and applicable laws.

Leadership (10%)

1. Work closely with program leaders and staff to educate them regarding finance and accounting procedures and to identify ways the finance function can best support program operations.
2. Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
3. Be present at work and actively participate in staff meetings and activities, organization events and fundraisers.
4. Maintain congenial and respectful relations with internal and external stakeholders.

General Responsibilities (10%)

1. Demonstrate overall familiarity and comply with all applicable South Carolina First Steps, Lancaster County First Steps and LCFS Early Head Start-Child Care Partnership policies and procedures, as well as Head Start Performance Standards.
2. Proactively pursue professional development opportunities to increase the knowledge and skills needed to provide high quality, comprehensive services within the scope of the job description.
3. Fulfill responsibilities as a SC mandated reporter.
4. Maintain confidentiality with regard to staff, child and family information.
5. Meet all applicable federal, state and local health requirements, and update personal medical records as required by the Office of Head Start.
6. Accommodate shifting priorities in response to changes in program and operational demands.
7. Embrace reflective supervision as a cornerstone of program and staff development.

Overall, responsibilities include other duties as may be assigned from time to time.

Required Qualifications, Skills and Abilities

- Bachelor’s degree in Accounting, Business, Fiscal Management or a related field; CPA and/or MBA a plus.
- Demonstrated experience using Blackbaud financial accounting system, as well as federal/state grant systems, including PMS, HSES, OLDC and Grant Solutions.
- Solid experience managing reporting, budget analysis, accounts payable and receivable, and general ledger in a non-profit environment.
- Grants management, including compliance and reporting of federal, state, corporate and foundation grants.
- Experience implementing and aligning Head Start Program Performance Standards, the 2007 Head Start Act, and PART 75-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Keen analytic, organization and problem solving skills, and the ability to provide strategic data interpretation versus simple reporting.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board and other partners.
- Technical writing skills, including the ability to cost-allocate and budget across multiple funding streams.
- Detail-oriented and a master of time management, with the ability to maintain a high level of accuracy, work independently, and meet critical record keeping and reporting deadlines.
- Strong organizational skills with a demonstrated ability to manage multiple competing priorities effectively.
- Strong working knowledge of Microsoft Office, including Excel, Windows, PowerPoint and related software.

Other Requirements

- Satisfactory references check and criminal and sex offender background check, including fingerprinting.
- Satisfactory TB test or chest X-ray and a signed pre-employment physical dated not more than 12 months prior to employment (paid for by LCFS).
- Occasional bending, stooping and lifting up to 25 lbs.
- Regular sitting, working at computer keyboard and desk, and standing to file documents in filing cabinet.
- Ability to meet transportation needs as required by the position.