



**Position Description:** Director of Finance

**State job classification:** Accounting/Fiscal Analyst I (AN09 Band 7)

**Status:** Fulltime Equivalent

### **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 50,000 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 250 child care centers to offer free, high-quality, educational Pre-K 4 to more than 3,300 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 the direction of the Director of Administration, the SC First Steps Director of Finance will direct the accounting, budgeting and grants management activities of the organization which operates as both a state agency and a non-profit. The Director of Finance will provide financial and other reports as required and will provide advice and support to the Director of Administration.

## **Responsibilities and Duties:**

- Manage, supervise, and direct all activities of the agency finance department; including timely funding of expenditures; interpret accounting and audit standards, annual reports, travel, reimbursements, closing packages, and advise office staff accordingly. Plan and implement accounting policies and procedures applicable to the financial and procurement regulations and mission of the agency.
- Assist with annual agency budget requests; prepare reports, documents, etc., as needed for program managers and others. Establish budget goals and objectives in conjunction with Senior Management of the agency. Work closely with Information Technology, Communications, and Human Resources to establish spending needs and budgets.
- Develop and prepare financial data and reports for state, federal and non-profit reporting. Utilize Grants Accountant to ensure federal and other grants expenditures meet all requirements of state, private and federal grants. Work closely with Senior Management, Program Managers and Grants Managers to develop monthly reports and manage the needs for each budget area. Develop and distribute reports monthly, quarterly, and annually as needed.
- Supervise the financial functions of the agency, which includes accounts payable, accounts receivable and cash management.
- Assist with other fiscal and accounting duties or projects as requested. Work closely and coordinate with Local Partnership finance staff, outside Certified Public Accountant (CPA) firms, and other state agencies to ensure compliance with all state statutes, regulations, and provisos.
- Fulfill administrative management functions and assist Director of Administration with general administrative matters as needed.

## **Qualifications and Skills:**

### Required:

- Bachelor's degree in Accounting, Finance, Business or related field
- 5+ years' of professional experience in a related area, such as accounting, auditing, finance, or banking
- Excellent organizational and planning skills in general administration and financial matters
- Strong communication and analytical skills
- Knowledge of accounting principles and financial management.
- Must be able to interpret and analyze complex financial data, with reports using SCEIS, or comparable complex financial management system, and Microsoft Excel.
- Must be able to interpret federal & state statutes, rules, and regulations.
- Ability to manage and supervise.
- Ability to demonstrate and promote inclusivity and cross-cultural competence.

### Preferred and Other Requirements:

- Current CPA license preferred
- Knowledge of the State Procurement Code and Regulations
- SCEIS ECC experience
- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Limited in-state travel, with an occasional overnight
- Limited after hours work required

**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 here: <https://bit.ly/3lkdNND> and send your cover letter and resume to Avian Jones at [hr@scfirststeps.org](mailto:hr@scfirststeps.org) by April 1, 2024.**