



Position Description: Fiscal Specialist

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:

The Fiscal Specialist, under general supervision of the agency's Finance and Audit Director, performs paraprofessional accounting duties to include posting, updating, reconciling, auditing and preparing summary financial and statistical reports for SC First Steps Accounts Payable and Accounts Receivable. This position ensures that the payments are processed timely and accurately and in compliance with the statewide accounting and reporting systems. This position shall maintain knowledge of procurement operating procedures regulations.

Responsibilities and Duties:

- Support the agency Finance and Audit Director in monitoring account statuses to include posting, updating, reconciling, and preparing financial documents as needed.
- Process accounts payable for regular contingencies by receipting invoices, auditing invoices to the official purchase order acknowledging receipt of goods and/or services. Ensure processed payment documents are coded correctly and have the proper approved supporting documentation attached.
- Responsible for monthly reconciliation of accounts, providing assistance to vendors and staff concerning purchase orders, payment status and travel reimbursements.
- Maintain database to track all administrative accounts payable transactions, purchase order amendments, request for travel reimbursements and for payments of contractual services and purchase orders.
- Prepare deposits of miscellaneous operating revenues within two business days of receipt. Complete deposit forms required by the State Department of Education and the Comptroller General's office.
- Other duties as assigned.

Qualifications and Skills:

Required:

- A high school diploma and experience in entry-level accounting or bookkeeping. A bachelor's degree may be substituted for required work experience.
- Knowledge of accounting/bookkeeping principles and practices.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to interpret and apply financial procedures and regulations.
- Ability to perform analysis of finance records.
- Ability to maintain effective working relationships and to effectively communicate with vendors.
- Possess strong organizational skills and be detail oriented.

Preferred and Other Requirements:

- General knowledge of state government, state procurement regulations, procedures, and processes.
- Experience in SCEIS
- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Maintain and show proof of personal auto insurance
- 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 your cover letter and resume to Avian Jones at hr@scfirststeps.org.