



**Position Description:** Grant Accounting/Finance Office Interns

**State job classification:** Clerical Specialist

**Status:** Part-time temporary

### **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 and Administration (Grant Accounting)**

The finance and administration team is comprised of financial and business management services. This collaboration is essential to ensuring the fiscal health of SC First Steps through strong fiscal oversight, accurate budgeting, inclusive planning, and accountability. Finance staff ensure the agency's compliance with federal and other grant requirements. Grant Accounting responsibilities include documenting and reporting on grant expenditures while ensuring that funds are used according to funding restrictions. Aligned with SC First Steps strategic plan, these coordinated efforts ensure success in achieving the agency's vision, mission, and values.

### **Position Description**

South Carolina First Steps seeks two enthusiastic and diligent accounting interns with a demonstrated interest in proper governmental accounting and grants requirements to support SC First Steps programs and staff.

Each intern position will be paid with a weekly commitment of 15-20 hours. One of the accounting interns will report to the Grants Accountant with the other reporting to the Director of Finance and Audit.

### **Responsibilities and Duties:**

1. Review documentation from vendors for grant expenditures.
2. Work with the Grants Accountant and the Director of Finance and Audits to verify the accuracy and compliance of grant expenditures of vendors.
3. Work with Managers and vendors to develop action plans to correct any deficiencies found.
4. Monitor plans to ensure corrections are completed and document the actions.
5. Perform other duties as assigned by the Grants Accountant and the Director of Finance and Audits.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee may be required to lift up to 25 lbs.

**Qualifications and Skills:****Required:**

- High school degree; enrolled in an accredited university/college in a Business Management or Accounting program.
- Ability to take initiative, manage competing priorities, and meet deadlines
- Ability to work both independently and collaboratively in a team-oriented work environment
- Sincere commitment to inclusivity and cross-cultural competence
- Proficiency in Microsoft Office Suite
- Basic education in financial accounting and data entry Skills
- Attention to detail

**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.

To apply, visit <https://bit.ly/473Wnzg> or submit your cover letter and resume to Avian Jones at [hr@scfirststeps.org](mailto:hr@scfirststeps.org).