



Position Description: Procurement Coordinator

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 Procurement Coordinator is responsible for the agency's inventory, asset and records management, manages the receiving, asset classification, storage, distribution, and maintenance of agency inventory. Serves as the state-level contact for all P-card travel arrangements and procurements, using restricted and private funds. This position is also responsible for providing operational support to all areas of the agency as necessary.

Responsibilities and Duties:

- Create shopping carts in SCEIS, obtains vendor quotes/forms in accordance with the state procurement code, ensuring all applicable policies and procedures are followed and required documentation is present.
- Serve as the agency Asset/Inventory Coordinator who is responsible for the coordination and the receipt of inventory, storage, and retiring agency assets with updates to SCEIS asset database.
- Serve as the agency Records Officer (inventories storage, tracks and destruction). Ensure compliance with state and federal retention regulations.
- Performs all agency invoice goods receipts and ensures that all state and federal policies and procedures are followed.
- Responsible for Purchasing Card, using restricted private funds, to include travel arrangements of all agency staff. Ensure all associated rules, statutes, and regulations with monthly reconciliation of the account with supporting documentation.
- Serves as the agency's Facility Coordinator who is responsible for the management of the building and equipment maintenance schedules.
- Ensures check or cash deposits are in compliance with state government rules and regulations to include timeliness of deposit, accuracy of supporting documentation and distribution for uploading to SCEIS.
- Serves as the agency's Safety Coordinator (Maintenance-Preventative/Responsive). Responsible for the emergency preparedness plan.
- Aids in posting, updating, reconciling, and preparing financial documents as needed; to include donations tracking.

Qualifications and Skills:

Required:

- A bachelor's degree and two years of relevant experience in business management, public administration, or administrative services, or a high school diploma and six years of responsible clerical, secretarial, or administrative experience.
- Knowledge of state policies and procedures governing the procurement of goods and services, fiscal and personnel procedures, practices, and policies.
- Knowledge of office practices, procedures, and equipment.
- Ability to coordinate diverse and complex administrative functions.
- Exceptional organizational skills and the ability to prioritize tasks in a high-pressure environment.
- Highly proficient in Microsoft Office Suite and Adobe Acrobat.
- Strong analytical skills and the ability to interpret and apply financial procedures and regulations.
- Experience in coordinating support agency records and information technology.

Preferred and Other Requirements:

- Knowledge 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, visit <https://bit.ly/3vjg4LX> or submit your cover letter and resume to Avian Jones at hr@scfirststeps.org.