



Position Description: Early Head Start – Child Care Partnership Fiscal Clerk

Organization

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state’s comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children’s health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called “local partners,” SCFS reaches children 0-5 and their families in every county of the state. SCFS runs one of the largest Early Head Start-Child Care Partnership programs in the country with a presence in 14 counties. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. The diverse workforce that makes up the 70+ member team at SCFS includes salaried, hourly, and grant-funded positions and is governed by a State Board of Trustees. 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 over \$45 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, and manages over \$7 million in Federal funding for Early Head Start Child Care Partners serving thousands of children statewide.

Team: Early Head Start – Child Care Partnership (EHS-CCP)

SC First Steps operates one of the nation’s largest and most complex Early Head Start-Child Care Partnership programs. This federal initiative was created to expand Early Head Start services in partnership with community-based child care settings. First Steps contracts with child care providers across a fourteen county service area to provide both classroom-based early childhood education and comprehensive services to the families of 416 low-income infants and toddlers. The program operates year-round and full-day in more than 50 private preschool classrooms. The SC First Steps Early Head Start–CCP team includes over 30 team members based both in Columbia and across the state.

Position Description:

Reporting to the EHS-CCP Fiscal Manager, the EHS-CCP Fiscal Clerk responsible for assisting with all fiscal aspects of the EHS-CCP federal grant. The EHS-CCP Fiscal Clerk will collaborate with the EHS-CCP Fiscal Manager to ensure fiscal accountability and adherence to EHS Performance Standards Requirements. The EHS-CCP Fiscal Clerk must have diversified experience in all areas of accounting to include Accounts Payable, Accounts Receivable, Payroll, General Ledger maintenance, account reconciliations, Financial

Reporting, etc. Strong communication, organizational and analytical skills are also essential to this position. The EHS-CCP Fiscal Clerk will be involved in maintaining up to date status of payments, budget balances, purchase orders, grant employee's payroll allocations, and other expenses incurred under the EHS-CCP Grant. This position is located in Columbia, SC.

Responsibilities and Duties:

1. Assists with tracking all expenditures related to EHS-CCP grant activities. Ensure that all expenses are applied to correct grant account coding. Reconcile monthly budget reports to reflect accurate detail transactions and monthly financial reporting.
2. Collects, compiles and tallies all in-kind contributions received from child care providers on a monthly basis and provides child care providers and the EHS-CCP Director with in-kind contributions monthly status reports.
3. Assists EHS-CCP Fiscal Manager with purchase order requests and amendments while ensuring that encumbrances adhere to budget restrictions.
4. Assists with processing monthly payments to child care providers.
5. Communicates with child care providers, as needed, for monthly submissions of necessary support documentation.
6. Support EHS-CCP Fiscal Manager with miscellaneous ad hoc projects necessary to comply with Early Head Start Performance Standards and reporting requirements.
7. Performs office and other duties as may be assigned to be consistent with the provisions of our child care provider contracts.
8. Assists with implementation of tracking system for EHS-CCP vehicles to include vehicle maintenance schedules and other measures of internal controls.

Qualifications and Skills:

Required:

- Bachelor's degree or Associates degree from an accredited university in Accounting or related field
- Minimum of five years of accounting or booking experience operations
- Excellent verbal and written communication Skills
- Excellent Organizational Skills
- Strong record keeping, computer, and clerical skills.
- Federal Grant Management Experience (Fiscal).
- Proficient with Microsoft Office (Excel, Word, Access, Power point)

Preferred:

- Experience with SCEIS.
- Experience in using grant management software
- Must have good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings
- Must possess Initiative and problem-solving capabilities
- Must be able to work well with people

Other Requirements:

- Valid South Carolina Class “D” Driver’s License and ability to travel in-state and out of state
- Ability to lift up to 45 pounds

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.

To apply, submit your cover letter and resume to Samantha Ingram at singram@scfirststeps.org.