

## Financial Manager Job description

Charleston County First Steps is a small non-profit organization in North Charleston, SC., with the mission to improve the overall well-being of young children by offering rigorous early childhood programming, providing opportunities for family engagement and support, and fostering community partnerships.

Under the supervision of the Executive Director, the Finance Manager directs the organization's financial planning and accounting functions and provides functional oversight for grants and contracts. This position has a leadership role in the organization and is a part of the management team.

Ultimately, this position ensures the organization manages financial resources in the most beneficial way and helps maximize our funding.

### Job Responsibilities:

- Develop a systems approach to meeting and exceeding both state and federal requirements.
  - Establish a check and balance system for all documentation before it leaves the office.
  - Ensure all documentation is up-to date and accurate.
  - Monitor and maintain the accuracy of the budget, BSP, Financial Edge reports; prepare and code authorization form for approval of expenditures in Financial Edge; and verify accuracy and completeness.
  - Review all incoming bills/invoices (including payroll) for accuracy and reconcile any discrepancies; reconcile account balancing in all financial reports.
  - Assist ED in developing the Budget Spending Plan each year; monitor budget narrative for accuracy; modify narrative as changes occur.
  - Make recommendations for reallocations and prepare paperwork to send to the state office.
  - Assist with annual audit preparations.
  - Maintain adequate record keeping; and verify all actions taken regarding budget (audit trail).
  - Maintain a working relationship with SC First Steps and the Regional Finance Manager's office.
  - Gains full knowledge *and implements fiscal management accordingly* for of EHS, OMB and SC First Steps fiscal standards, policies, or guidelines.
  - Meets all EHS standards relevant to *internal controls and policies and procedures*.
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- Meets all EHS standards relevant to *financial reporting* including (if applicable): (budget to actual - NOA; match; admin costs; credit card – NOA; start up to actual)
- Completes required financial statements & reports (grant applications; SF-425 reports)  
*Note: IRS 941 + IRS 5500 + IRS 990 completed by CCFS and/or CCSD (if applicable)*
- Coordinates EHS-CCP Financial Audit and develops recommendations on any audit finding (if applicable)
- Prepares monthly EHS-CCP financial reports for the Board and Policy Council (if applicable)
- Responsible for managing all procurement protocols including credit card usage, office equipment, program purchases including the preparation and management of all related contracts.
- Participates in the Self-Assessment and Strategic Planning
- Incorporates EHS standards in CCFS Fiscal Policy manual (WipFli template) for a fully EHS-compliant policies and procedures (if applicable)
- Oversees non-federal match funding and documentation (cost allocation + documentation)
- Lead for Financial Edge implementation – internal control, credit card reporting
- Assist ED with preparation of annual report and renewal plan.
- Track In-Kind requirements.
- Present monthly, quarterly, and annual financial statements to board of directors
- Federal reporting, budgeting
- Grant writing / Fundraising

**Qualifications:**

Bachelor's degree in accounting or comparable experience required.

Federal grant financial management experience is highly desirable.

Excellent skills in Excel, Financial Edge.

Excellent skills in communicating financial information in simple forms.

Self-starter who is detail oriented and can provide fiscal leadership.

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Familiarity with nonprofit financial structures.

Genuine interest in our mission.

Ability to maintain confidentiality.

Job Type: Full-time

Salary: \$57,000.00 - \$60,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Physical setting:

- Office

Schedule:

- 8-hour shift
- Monday to Friday

Ability to commute/relocate:

- Charleston, SC 29406: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- Bachelor's (Preferred)

Experience:

- Accounting: 3 years (Preferred)

Work Location: In person

**TO APPLY: <https://indeedhi.re/44syj8w>**

**Or search Indeed for Finance Manager, First Steps in Charleston, SC**

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