



## **JOB ANNOUNCEMENT – Fiscal Manager**

**Open to:** All Candidates

**Position:** Fiscal Manager

**Closing Date:** Until positions filled

**Salary Range:** Negotiable

### **General Summary:**

The Fiscal Manager supports the Executive Director of Marion County First Steps by overseeing and managing the organization's financial affairs. This includes handling invoices, payments, procurement, accounting systems, budgeting, internal controls, special projects, grants, and audits to ensure optimal financial services for the organization. The Fiscal Manager will report directly to the Executive Director.

## **JOB DESCRIPTION**

### **Key Responsibilities:**

- 1. Financial Administration:**
  - Assist the Executive Director in managing the financial operations of Florence County First Steps.
  - Process and track invoices, payments, and procurement activities to ensure accuracy and timeliness.
- 2. Accounting and Reporting:**
  - Utilize Blackbaud's FENXT accounting software to maintain and operate accounting systems.
  - Ensure all financial invoices and reports are posted accurately and on schedule.
  - Prepare and analyze bi-weekly, monthly, or quarterly reports on budget, actual, and projected grant/program spending.
  - Distribute financial analyses and reports to relevant partners and staff.
- 3. Compliance and Monitoring:**
  - Maintain up-to-date knowledge of the terms and requirements for federal, state, local, and private funds.
  - Ensure compliance with all financial regulations and requirements.
  - Monitor fund usage and manage cash balances to ensure timely and appropriate expenditure.
- 4. Internal Controls and Auditing:**
  - Implement and maintain internal controls to safeguard assets and ensure accurate financial reporting.
  - Support and facilitate internal and external audits by preparing necessary documentation and addressing any audit findings.
- 5. Special Projects and Grants:**
  - Assist with special projects as needed, providing financial oversight and support.
  - Manage grant funds, ensuring proper documentation and compliance with grant terms.

Dated: September 3, 2024

#### **6. Meetings and Communication:**

- Conduct monthly or quarterly meetings with management and program staff to review financial status and address issues.
- Communicate effectively with staff and partners to ensure understanding and compliance with financial processes.

#### **Qualifications:**

- **Experience:**
  - Significant experience in financial management and accounting, particularly within non-profit or similar settings.
  - Expertise in using Blackbaud FENXT or comparable accounting software.
- **Skills:**
  - Strong analytical skills with a high attention to detail.
  - Excellent organizational and time management abilities.
  - Effective communication and interpersonal skills.
- **Knowledge:**
  - In-depth understanding of financial regulations, compliance requirements, and accounting processes.
  - Familiarity with state and agency accounting practices and procedures.

#### **Education:**

- Bachelor's degree in accounting, Finance, or a related field (preferred).

#### **Other Requirements:**

- Ability to manage multiple financial tasks and projects concurrently.
- High level of integrity and ability to handle confidential information.

This description outlines the essential duties and qualifications for the Financial Management Specialist role, emphasizing the importance of financial oversight, compliance, and communication within the organization.

Please forward Resumes to:

**528 North Main Street, Marion SC 29571 or email to: [scott2omega@yahoo.com](mailto:scott2omega@yahoo.com)**

Dated: September 3, 2024