

Job Description:

Job Title:	Fiscal Specialist	Effective Date:	January 2018
Supervisor:	Finance Director	Entry Level Hourly Rate:	\$17.14
Employment Status:	Non-Exempt	Employees, under the provision of the FLSA, are required to be paid by the hour and paid overtime for all hours worked in excess of forty (40) hours in a workweek.	

Responsibilities:

- Implement Program vision, mission, goals, objectives, and policies, and Program Plans.
- Know and assure compliance with state and federal regulations.
- Post accounting data to general ledger accounts from accounting records and documents and the preparation of trial balances and financial reports.
- Assist with preparation of monthly Financial Reports.
- Assist with maintenance of expenditures and budgeting control of accounts and reports relating to account and financial status.
- Analyze forms, correspondence, audit and investigation reports and other fiscal records to determine completeness, accuracy of information and compliance with rules and regulations.
- Have working knowledge of automated payroll system and payroll reports.
- Work with the Executive Director, Finance Director, Managers and Policy Council in the development and revisions of the Head Start federal and state budgets within the appropriate time frames.
- Assist in the preparation of Program budgets to be submitted to the Department of Human Services and the Department of Education within the specified time frame.
- Monitor, insure timeliness and make final approval of requisitions and expenditures.
- Review telephone bills and logs and follow-up as needed.
- Prepare and post payroll entries.
- Prepare Cash Line for HHS and prepare quarterly and semi-annual financial reports, as needed.
- Maintain past and present financial records.
- Maintain and update all applicable files and records, as required.
- Prepare and/or make bank deposits.
- Check and verify invoices and prepare same for payment, including CCIS Private Provider invoices.
- Work cooperatively with Managers, Supervisors, Specialists, and staff and report problems/concerns to immediate supervisor.
- Handle conflicts with staff and/or parent with respect, openness and fairness and follow-up as needed.
- Participate in the completion of the annual Program Self-Assessment.
- Work with an independent auditor in the annual organization-wide audit.
- Submit a weekly activity report and bi-annual time studies.
- Attend Policy Council and Board of Directors Meetings as needed.
- Prepare for and participate in Program Reviews (state and federal).
- Perform other duties as assigned by the Finance Director and approved by the Executive Director.

Qualifications:

Education and Experience:	Hired after November 7, 2016 • BA/AA degree in accounting, business with relevant experience accounting, purchasing, payroll, and administrative support
----------------------------------	---

Skills:

- A commitment to implement program vision, mission, goals, objectives and policies for a comprehensive developmentally appropriate program for children and their family.
- Knowledge of commonly accepted accounting principles and procedures.
- Knowledge of practices and procedures of office management.
- Ability to assemble, analyze and prepare reports and statements of financial data.

- Ability to analyze and interpret accounting records.
- Ability to plan, assign, review and supervise the work of designated personnel.
- Ability to apply and adapt established accounting methods to a variety of accounting transactions and situations.
- Ability to recognize and respect confidentiality.
- Ability to communicate in oral and written form.
- Ability to use technology for communication, record keeping, reporting, and monitoring – Microsoft Office, Power point, Excel, and web based software.

Requirements:

- Must receive a negative pre-employment drug-screening test.
- Must receive an initial health appraisal and Mantoux TB Test and a health appraisal every two years once employed.
- Must receive Child Abuse, Criminal History, and FBI Fingerprint Background Clearances.
- Commitment to implement Program vision, mission, goals, objectives and policies.
- Be punctual and reliable in attendance.
- Be professional, productive, and follow Program's Standards of Conduct, Conflict of Interest, and Confidentiality Policies.
- Work evenings and flexible hours when necessary.
- Travel as required.
- Ability to access center sites and classrooms.
- Physical ability to perform manual work.
- Participate in annual performance assessments.

PHYSICAL ACTIVITY JOB REQUIREMENTS:

Job Title: Fiscal Specialist **Effective Date:** August 2016

PHYSICAL ACTIVITY	FREQUENCY OF ACTIVITY			
	Not At All Not Performed	Occasionally Up to 33% of Time 1-2.5 hours	Frequently 34% - 66% of Time 3- 4.5 hours	Continuously 67% -100% of Time 5-7 hours
Sitting			X	
Standing		X		
Walking		X		
Bending Over		X		
Twisting	X			
Climbing	X			
Reach Above Shoulder		X		
Crouching/Stooping		X		
Kneeling		X		
Balancing	X			
Pushing or Pulling	X			
Repetitive Use of Hands				X
Fine Finger Dexterity				X
Grasping - Simple/Light				X
Grasping - Firm/Strong			X	
Lifting or Carrying:				
• up to 10 lbs		X		
• 11-20 lbs		X		
• 21-50 lbs	X			
• 50 or more lbs	X			
Use of Head and Neck				X
Frequency of Interpersonal Relationships Necessary to Perform Job				X
Frequency of Stressful Situations Necessary to Perform Job		X		

I have read this job description with the addendum for physical requirements and am able to perform the duties as stated.

Employee Signature

Date

HR Manager and Supervisor Signatures

Date