

Utilize this training as needed to provide services to children and families enrolled in the program.

7. Follows active supervision guidelines.

Primary Responsibilities:

1. Develop, monitor, and evaluate fiscal policies and procedure operations in accordance with all local, state and federal law.
2. Work collaboratively with management to maintain compliance with the Head Start performance standards, HHS-OMB guidelines and program policies.
3. Work collaboratively with management to develop budget projections for the program grant application and fiscal year.
4. Analyze revenue receipt and expenditure to assure regulatory compliance and prudent spending within budget limitations.
5. Oversee payable functions, evaluating purchase orders to assure requests are within budget guidelines and are coded according to budget components and funding source.
6. Monitor allocations within budget components.
7. Maintain computerized financial record keeping system.
8. Calculate expenditures and revenues, prepare and submit financial status reports and budget analysis to funding sources.
9. Prepare monthly budget and expense reports for management staff, Policy Council, and Board.
10. Monitor, track and reconcile cash flow of bank and grant funds. Prepare and input adjusting journal entries as needed.
11. Prepare for and assist with audits, resolve audit exceptions, implement changes, make recommendations and report all findings to management staff, Board, and Policy Council.
12. Monitor functional areas (fiscal and payroll) to assure compliance with requirements of Head Start Performance Standards and local, state and federal regulations.
13. Prepare federal and state grant application paperwork.
14. Generate, audit, and maintain files on all payroll activities.
15. Conduct routine salary surveys to ensure comparable employee compensation.
16. Review time/activity sheets, bi-weekly payroll, direct deposit, and transfer of money.
17. Ensure wages are paid following wage and hour laws.
18. Keep abreast of all national, regional, and state financial policy requirements and brief the appropriate staff members about any changes on an as needed basis.
19. Audit insurance/benefits billings.
20. Develop, monitor, evaluate, and report on financial control programs and procedures, including compensation and benefits to Board, Policy Council and staff.

21. Develop and maintain accurate charts of accounts, including in-kind.
22. Initiate and direct, in coordination with other staff and parents, cost studies and comparative analyses of alternative operating strategies.
23. Coordinate insurance enrollments and submit new enrollment forms for all employee benefits.
24. Verify unemployment claims data for accuracy.
25. Prepare and submit quarterly payroll reports and year end payroll reports, such as W-2, W-3, 1099, 1096, end of year financial statement with notes, and make end of year adjustment entries.
26. Assist and review purchase orders and match invoices and payment authorization as needed.
27. Assist and process invoices by coding accurately according to budget component and payment authorization as needed.
28. Assist and prepare checks for signature and file supporting documentation as needed.
29. Generate, audit and file payable reports as well as all supporting documentation.
30. Maintain vendor lists and files.
31. Design and implement non-federal cost system to meet required 25%.
32. Participate in all staff meetings, conferences, training sessions and workshops as assigned.
33. Demonstrate knowledge of employment policies, performance standards, service area plans and objectives of the agency.
34. Keep current and accurate records.
35. Research, analyze and evaluate new methods, procedures and techniques.
36. Responsible for transfers of the Head Start and Early Head Start funding from the Payment Management System (PMS).
37. Assure completion of Federal and State quarterly reports.
38. Prepare reports such as the Financial Status Report (269).
39. Work with auditor to complete 990 and 5500.
40. Ensure property and procurement policies and procedures are followed.
41. Monitor expenditures in collaboration with the management team and Fiscal/Human Resource Assistant.
42. Facilitate bids for service processes such as insurance, auditors, contractors, etc.
43. Monitor and revise fiscal procedures.
44. Attend management meetings biweekly.
45. Support team meetings providing information in a timely manner and assists in the planning and implementation of all staff meetings.
46. Serve as back up for Human Resource/Fiscal Assistant with orientation, paying invoices and coding invoices for payment.
47. Open and disburse mail.
48. Prepare allocation amounts and allocate purchases.
49. Run transaction reports from QuickBooks for funds being used.

50. Prepare end of month transaction report, which shows budget verses actual expenses for each fund.
51. Participate in Career Development Committee in approving trainings, and training plan.
52. Monitor service area to ensure systems are implemented as planned and regulations are met.
53. Monitor maintenance of buildings where program services are provided.
54. Other duties as assigned.

Supervisory Duties:

1. Supervise employee performance and progress and complete employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Monitor staffing and scheduling for employees he/she supervises.
5. Oversee and monitor work processes of those employees for which he/she supervises.
6. Provide reflective supervision with staff he/she supervises at least once a year.