

West Orange-Cove CISD

JOB TITLE:	Financial Specialist	REFERENCE CODE:	
REPORTS TO:	Principal / Head Start Director	JOB GRADE:	8
DEPT./SCHOOL:	Campus	SERVICE DAYS:	226
FSLA:	Non-Exempt		

PRIMARY PURPOSE:

To assist the Principal/Director, Fiscal Department in Payroll and Accounts Payable through written correspondence, verbal communication, finance tracking, budgeting, grant compliance, grant writing, and computer entry. This position is responsible for ensuring compliance in fiscal federal and state regulations as well as Head Start grant requirements. Incumbent assists the Finance Department in purchasing, cash receipts and general secretarial duties through written correspondence, verbal communication, budgeting, tracking, and monitoring.

QUALIFICATIONS:

Head Start Standard 1302.91 (effective November 7, 2016).

- A certified public accountant or has at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

PERFORMANCE OBJECTIVES:

- Participate in staff meetings, conferences, training sessions and workshops as assigned.
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of the District.
- Maintain congenial and respectful relations with staff, children, families and community.
- Keep current and accurate records and file reports on time.
- Maintain confidentiality in regards to staff and family information.
- Refer all pertinent information to appropriate staff person.
- Maintain objectives and professional standards.
- Improve self-skills and education.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to mission, values, and policies in the performance of daily duties and or any other duties deemed necessary by your supervisor.
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

ESSENTIAL FUNCTIONS:

- Process purchase orders and check requests in a timely and accurate manner.
- Ensure invoices are accurate and paid timely.
- Reconcile Accounts Payable and Payroll Payable General Ledger Accounts.
- Verify all receipts for appropriateness, including Petty Cash.
- Performs various general grant administration functions such as budget amendments, plan change, program evaluation, grant amendments as required by Office of Head Start (OHS), or to remain compliant in relation to grant stipulations.
- Creates and maintains appropriate spreadsheets and documentation to support grant. expenses, revenue, in-kind, personnel, and purchasing to ensure accuracy and maintain minute to minute accounting of funding.
- Ongoing monitoring of grant budgets and expenditures to ensure targets are met and program spending is aligned with program goals.
- Prepare written and statistical reports to be used by governing bodies in decision making.
- Ensure compliance with the rules and regulations administered by the grantor.
- Serve as a liaison with principal and other departments on issues regarding grants.
- Assist in completion of the payroll.

- Receipt orders in and verify completeness of order and distribute to proper site or supply room. Items are added to inventory for tracking.
- Create quarterly, semi-annual, and annual reports for OHS. Reports are created and submitted timely and accurately.
- Prepare and submit to the finance director a monthly draw down based on prior month's expenditures.
- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group setting.
- Logs, writes, and/or distributes payroll checks, accounts payable and/or receivable.
- Creates and submits purchase orders with the appropriate documentation.
- Checks time sheets regularly and addresses issues that may be of concern.
- Updating handbooks, policy manuals, and other documents as assigned.
- Maintain physical and computerized files including inventory of school and office supplies, mailing lists, and grant documentation.
- Prepare and make cash deposits for activity checkbooks and ledgers.
- Monitor and process personnel time records including leave requests and reports, compile information and submit to central office and principal.
- Maintain a daily teacher attendance log and records for substitute teachers.
- Work directly with the benefits coordinator to develop an annual tracking spread sheet with benefits and payroll to ensure compliance and funding level as written in the grant.
- Develop and maintain accurate charts of accounts, including the allocation of program income and outlays and in-kind contributions for programs; stimulus monies with state funding, TEA, and OHS.
- Assist in the resolution of audit exceptions and implementation of auditors' recommendations and report all findings to management staff and governing bodies.
- Complete financial reports for governing bodies.
- Log, schedule and maintain records for staffing credentials and ensure degree requirements have been met on an ongoing basis.
- Schedule program training as assigned by the school principal and/or district.
- Complete all documentation required for renewal of funding.
- Perform other duties as assigned by the school principal.

EQUIPMENT USED:

- Computer
- Calculator
- Office equipment

WORKING CONDITIONS:

- Maintain emotional control under stress
- Exceedingly busy office environment with daily interaction with teachers, students,
- Parents, general public, Grantor, Head Start and central office personnel
- Work with frequent interruptions

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

Signature

Date