



PERSONNEL COMMISSION

Class Code: 0381
Salary Range: 35 (M2)

HEAD START FISCAL OFFICER

JOB SUMMARY

Under general direction, to plan, organize, direct, and manage the fiscal and accounting needs of the Head Start program; and to do related work as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare the annual grantee Head Start budgets for basic, handicapped, training/sign technical assistance, and supplemental program services, etc. **E**
- Plan and direct the Head Start fiscal office activities including the preparation, review, checking, and verification of such documents as appropriation transfers, requisitions, in-kind contributions, parent reimbursements, bank reconciliation's and revolving cash fund accounts, invoices, accounting documents, account payable documents, payroll, etc. **E**
- Prepare, review, revise and adjust, monitor and control the budget and other components of the grant to ensure compliance with regulations and guidelines mandated by the grantor. **E**
- Monitor expenditures and accounting transactions involving program funds. **E**
- Set up and maintain Head Start budget account structures in accordance with district and federal rules and regulations. **E**
- Prepare cost analysis, monthly and quarterly budget reports, and make presentations to such individuals, groups, or offices as Head Start Program Coordinator, Finance Committee, Parent Policy Council, Board of Education, district offices, and regional Head Start funding office, etc., indicating, among other aspects, the current fiscal status and measuring actual versus planned expenditures, etc. **E**
- Provide information to and assist in the development of recommendations to the Policy Council by the Finance Committee. **E**
- Assist in developing plans and procedures for Head Start internal control. **E**
- Prepare reimbursement claim forms, requisitions, and contracts in conjunction with District accounting. **E**
- Conduct training sessions for individuals or groups regarding area of expertise and responsibility. **E**
- Set up and maintain appropriate files and records. **E**
- Plan, organize, and supervise assigned personnel. **E**

- Prepare and review correspondence and reports. *E*
- Analyze laws, regulations, legal opinions and decisions, procedures and rulings, recommended changes in operating procedures or similar kinds of related events for their impact on the Head Start program effectiveness and costs, and to remain abreast of future or current matters affecting the Head Start Program. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Head Start fiscal officer provides financial, technical, and management support for the Head Start Program Administrator and serves as a specialized Head Start resource to the Finance Committee, the Parent Policy Council, and the regional Head Start funding office, as well as providing budget fiscal development and assistance directly to the Program Coordinator.

EMPLOYMENT STANDARDS

Knowledge of:

Accounting principle practices and methods.

Federal, state and local laws and regulations as they pertain to accounting, budgeting, and auditing procedures.

Principles and techniques of analysis and research, utilizing statistical measures and projections.

Operating policies, priorities, and procedures of the federal, state, and school district.

Principles and practices for budget preparation and administration, and related accounting and record keeping practices.

Computer capabilities and applications for analysis and decision-making relative to revenue and budget administration.

Knowledge of computer software such as WordPerfect, Lotus 123, and related accounting software.

Ability to:

Ability to monitor and interpret grant budget data and prepare financial projections.

Interpret technical or complex written and oral instructions.

Read, interpret and apply sections of federal and state laws and regulations applicable to required accounting, budgeting, and reporting of finances by the grantee.

Develop work sheets, reports, and effective reporting techniques including graphs, charts, and tables.

Conduct meetings and make presentations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with others.

To set goals and achieve results.

Education and Training:

Graduation from a recognized college or university, with major course work in business administration, public administration, accounting, or a closely related field.

Experience:

At least two or more years of progressively responsible, directly related experience in the development and analysis of budgetary, accounting, and legislative data for Head Start programs.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities, may be considered.

SPECIAL REQUIREMENTS

Some positions may require the use of personal automobile and possession of a valid California class C Driver's License. The use of an automobile may be required. (Mileage reimbursable.)

WORKING CONDITIONS

Office environment.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.