

Southwestern Wisconsin Community Action Program, Inc.

Job Description

Job Title: Accountant – Head Start

---

Exempt (Y/N): No

Salary Level: 4

Location: Dodgeville

Department: Head Start

Supervisor: Head Start Director

Prepared By: T. Hardyman

Date: 4/2018

Approved By: Walter Orzechowski

Date: 4/17/2018

---

**SUMMARY:** Assists in planning, directing, and coordinating activities of Head Start and Early Head Start to ensure that goals and objectives of grants are accomplished within prescribed time frame and funding parameters by performing the follow duties personally or through other project personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.  
Maintain records utilizing established accounting principles in accordance with state and federal guidelines.

Ensures compliance with federal, state and local memorandums, policies, regulations and procedures.

Assists in preparing project funding proposals and determining time frame, funding limitations, and procedures for accomplishing project objectives.

Reviews monthly financial reports, including USDA and credit card expenditures.

Prepares and/or reviews quarter, semi-annual and final reports to fed and state funding sources.

Assists with analyzing records of present and past operations, trends and costs, administrative commitments, and obligations incurred to project future expenses.

Maintain financial information pertaining to projected costs vs. actual.

Compute shared costs for programs and maintain cost allocation files.

Maintains line-item accounts and prepares bills for payment.

Assists in maintaining contracts and up-to-date information in grant folders.

Assists in reconciling computerized inventory to year end financials.

Assists new employees with onboarding orientation and then exit plans for staff and volunteers.

Ensures that all applicable criminal, driver and background checks are completed on all Head Start staff as per state and federal regulations.

Participates in program activities such as staff meetings, in-service and/or trainings, parent activities, Policy council meetings as directed.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelors in Business Administration with and emphasis in Accounting with 1-3 years experience or two year technical school with emphasis in accounting and 3 - 6 years experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make presentations to public groups, and/or Boards of Directors.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**COMPUTER SKILLS:**

Extensive knowledge of Microsoft Word and Excel. Ability to learn new software programs.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid WI Driver's License.

**OTHER SKILLS AND ABILITIES:**

Ability to work with a wide range of people, state and federal agency employees, local staff and low income persons.

Knowledge of non-profit or grant funded accounting experience a plus.

Knowledge of financial and personnel systems.

Ability to interpret federal and state rules, regulations, and laws accurately.

Ability to identify problems and needs, and develop viable solutions.

Familiarity with OMB uniform Guidance.

**OTHER REQUIREMENTS:**

Annual health exam required.

Criminal and background check required.