

Southwestern Wisconsin Community Action Program, Inc.

Job Description

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| <i>Job Title</i> Fiscal Coordinator | <i>Program or Department</i> Head Start |
| <i>Fair Labor Standards Act Exemption Designation</i> Exempt | <i>SWCAP Job Grade</i> 6 |
| <i>Full-Time/Part-Time/Expected Hours per Week</i> Full-time, 40 hours per week | <i>Supervisor's Title</i> Program Director |
| <i>Date Prepared</i> 10/6/2020 | <i>Date Approved by Personnel Committee</i> 10/14/2020 |
| <i>Primary Work Location</i> Dodgeville Chapel Street | <i>Pre-Employment Background Checks Required</i> Criminal Background |

Summary Description:

The Head Start Fiscal Coordinator is responsible for budgeting, accounting and financial planning in SWCAP's Head Start program. The Fiscal Coordinator handles complex financial transactions, assuring that monies are handled according to Head Start and Early Head Start rules, Wisconsin Child Care Licensing requirements, and Generally Accepted Accounting Principles. The Head Start Fiscal Coordinator serves as the main financial manager for SWCAP's Head Start program.

Examples of duties:

The below list is intended as key examples of job duties. The list is not to be taken as defining all possible duties.

1. Maintains a thorough understanding of the financial rules and financial reporting requirements of Head Start, Early Head Start, and Wisconsin Child Care Licensing.
2. Maintains a thorough understanding of SWCAP's general ledger structure and financial processing policies and procedures.
3. Prepares detailed budgets of expected program revenue and expense in program and agency approved format. Maintains detailed records of program revenue and expense in program and agency approved format.
4. Assures timely financial reporting for the program.
5. Monitors program expenses and reports spending status to budget and to contract requirements.
6. Works with the Program Director and other program coordinators to plan and monitor program revenue and expense.
7. Consults with the Program Director and other program coordinators to assure prudent use of program funds.
8. Facilitate and assist with periodic audits involving the program.
9. Develops and maintains policies and procedures for money-handling within the program.

10. Assures that program staff is trained in money-handling policies and procedures.
11. Assists in preparing grant applications and other financial proposals.
12. Manages the Grant Application Budget Instrument (GABI) within Head Start's Enterprise System.
13. Serves as liaison to SWCAP's Head Start Policy Council for financial records and financial matters.
14. Assures adequate cash flow for program expenses.
15. Assures that program expenses conform with Head Start, Early Head Start and Wisconsin Child Care Licensing requirements.
16. Prepare and code expenses for payment.
17. Maintain and account for petty cash accounts.
18. Maintain inventories of tangible assets and reconcile to financial statements.
19. Consults on a regular and frequent basis with SWCAP Finance Department to be in alignment with plans, accounting, reporting and any other matters pertaining to Head Start program funding.
20. Supervises any assigned staff.

Previous Experience Required:

1. Previous work experience in an accounting or financial management profession.
2. Previous work experience in government-funded social service programs. Previous work experience in a Head Start/Early Head Start program strongly preferred.

Educational Background Required:

Minimum of Bachelor's Degree in accounting, business management, fiscal management or a closely-related field.

Required Licenses or Certifications:

Valid Wisconsin Driver's License, or ability to obtain within 30 days.

Other Requirements:

- Work collaboratively as part of a team.
- Ability to interpret contracts and other technical documents.
- Ability to write financial and technical reports.
- Mathematical skills common to the accounting profession.
- Ability to analyze and solve complex problems.
- High level of expertise with spreadsheet software. Competency in the Microsoft Office suite of software.
- Ability to complete assignments under strict deadlines.
- Ability to complete physical tasks common to work in an office environment.

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| I acknowledge receipt of this job description. I attest that I meet the requirements described. I attest that I will strive to fulfill the job duties described, meeting or exceeding the performance standards set by my supervisor. | |
| Employee Name (Print) | Date |
| Employee Signature | |