

**ALBINA HEAD START  
JOB DESCRIPTION  
Non-Exempt**

<b><i>FISCAL ASSISTANT</i></b>
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**Essential Function (s):** Support position for Albina Head Start Fiscal Department.

**Responsibilities:** Accurate and usable financial information regarding Albina Head Start; timely and accurate government reporting; financial decisions.

**Reports to:** Fiscal Manager

**Supervises:** Does not supervise others.

**Salary Range:** \$27,000.00 - \$39,500.00

**Physical and Mental Requirements:** Fact-oriented, fastidious, and painstaking regarding accuracy. Excellent problem-solving, planning, and organizational skills. Detail and multi-task orientation. Strong desire to succeed; must be able to work under minimal supervision. Patient, able to resolve conflicts, resourceful. Must be able to cope well with stress. Must be able to sit for long periods of time.

**Experience Requirements:** Five years experience in accounting or related field.

**Educational Requirements:** GED or high school diploma; college level education a plus.

**Licensing / Certification Requirements:** Negative tuberculosis screen. Valid Driver's License and a good driving record that meets the requirements of AHS insurance carrier; must pass criminal background check.

**Ability to Operate Equipment/Tools:** Computer literate, able to use Quick Books Premier, ADP Microsoft Office, Internet, and GABI.

**Environment Factors/Working Conditions:** Enclosed facility, office environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and blood.

**Job Duties:**

1. Help maintain a budgeting control system including budget preparation and status reporting for internal and external use; a financial reporting system which issues routine, accurate statements, and effective payroll, procurement, and property control system; and a system of internal control which safeguards the organization's assets.
2. Help prepare and maintain an operating procedures manual for all accounting, payroll, property, and procurement functions; various forms, reports, and other documents necessary for funding compliance with government regulatory requirements; budget and quarterly reports for submission to the Department of Health and Human Service.
3. Write and file requisitions and write checks for vendors.
4. Help ensure that Federal and Regional Financial Reports are submitted in a timely manner.
5. Help maintain master files for the project in accordance with established policies and requirements for funding sources.

6. Help prepare and maintain payroll records.
7. Help record all in-kind contributions.
8. Help maintain an inventory of office equipment.
9. Attend workshops and seminars for personal growth and professional development.
10. Perform duties in a safe manner.
11. Perform other duties as assigned by the director.

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_