

HEAD START FISCAL MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty in planning, developing, organizing and managing fiscal operations of Navajo Head Start; acts as financial advisor, providing financial analysis and planning, budget control and accounting methods; oversees fiscal and procurement activities, including review of expenditures, preparation of operating budget and grant applications; assures regulatory compliance and prudent spending within budget limitations; prepares required fiscal reports; ensures fiscal integrity of program; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Oversees the fiscal operations of Navajo Head Start; responsible for reconciliation of accounts and payment of invoices; plans and budgets for the development of services in coordination with the Assistant Superintendent; analyzes budget and expenditures to assure regulatory compliance and prudent spending within budget limitations; prepares fiscal reports required by grantor; communicates fiscal concerns and budgetary constraints to Assistant Superintendent; assists in the coordination, integration and accountability of the program; completes fiscal analysis to ensure fiscal accountability through audits and reporting; prepares operating budget; develops grant applications; presents financial reports; coordinates budget presentations and contract development and revisions; consults with management concerning present and future program needs and budgetary constraints.

Oversees the preparation of bid specifications and price quotations as required by federal requirements; coordinates insurance issues regarding property, liability, vehicle and worker's compensation; oversees a comprehensive inventory system for all Head Start assets; oversees a central purchasing system including supply requisitions, purchasing process and payment of invoices, maintenance of supplies and equipment, facility and equipment repairs; oversees and plans maintenance of office building(s) and equipment; oversees accounts payable functions, evaluates purchase orders to assure requests are within budget guidelines and according to funding source; monitors allocations within budget.

Develops and maintains computerized financial recordkeeping system; prepares and submits financial status reports and budget analysis to funding source; monitors, tracks and reconciles grant funds; prepares and inputs journal entries as needed; prepares for and assists with audits; monitors documentation of in-kind compliance; monitors functional areas to ensure compliance with requirements of Head Start Performance Standards, local, state and federal regulations; researches, interprets, revises and develops policies involving financial matters; collaborates and coordinates budget and position information with the Office of Management and Budget, Department of Personnel Management and the Office of the Controller.

Oversees work of accounting staff, checks for accuracy and compliance; provides technical assistance and guidance; evaluates performance; promotes consistent exchange of information and a cooperative environment; establishes and maintains contact with staff, vendors and policy council to share information with agency staff to clarify policy or regulations; makes formal presentations as requested; serves as member of the department's executive and budget team; attends meetings, staffing, trainings and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

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KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of Head Start Performance Standards, regulations, collective bargaining agreement and applicable department policies and procedures.
Knowledge of local, state and federal policies and procedures for accounting and reporting requirements.
Knowledge of governmental accounting theory, principles and practices.
Knowledge of internal control procedures and management information systems.
Knowledge of budget formulation, analysis, presentation and execution.
Knowledge of data processing and computer applications for financial operations.
Skill in researching, compiling and preparing reports and related information.
Skill in oral and written communications; making presentations and providing training.
Ability to plan, supervise and coordinate accounting, finance, budget and reporting functions and to train fiscal staff.
Ability to supervise and carry out the analysis and preparation of reports and budgets.
Ability to handle highly stressful and sensitive situations in a professional manner.
Ability to deal tactfully and develop effective working relationship with department heads, staff, vendors, elected officials and professional consultants.
Ability to meet deadlines.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Accounting, Finance, Business or Public Administration or a closely related field; and six (6) years of progressively responsible accounting or fiscal management work experience, three (3) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Master's degree in Accounting, Finance, Business or Public Administration or a closely related field.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.