

# Staff Accountant

## Early Education Services

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**Reports to:** Executive Director

**Status:** Non-exempt

**Job Purpose:** To support the fiscal well-being of the agency.

**Minimum Qualifications:** Speak, write and understand Standard English. Minimum Associates degree in finance/accounting. Experience working with Google, Microsoft Office Suite, complex spreadsheets, and word processing tasks, in addition to working with the Enterprise Accounting System. Experience working with federal, state and local grants in a school or non-profit setting. 3-5 years supervision experience.

**Preferred Qualifications:** Bachelor's Degree, Head Start experience preferred

### **Required Competencies:**

- Highly organized and detail oriented
- Excellent problem-solving skills
- Has a collaborative attitude
- Effective strength-based communication

### **Physical and Mental Requirements:**

- Must exhibit flexibility and maintain professional integrity while working in a high paced environment; remain calm in stressful situations
- Ability to bend, kneel, and lift 50 lbs.
- Sedentary: sitting, use hands to manipulate computer and paperwork
- Must pass a background record and fingerprint check, pre-hire health exam and TB test

### **Essential Duties and Responsibilities:**

- Supervise Fiscal Assistants
- Maintain compliance with internal controls and grant fiscal requirements
- Maintain effective liaison with School District Business Manager, central office payroll, payables, cash management and benefits staff
- Oversee EES accounting processes: Payroll (time sheets, time reports, leave requests, and reports), payables (requisitions, reimbursements, travel advancements), receivables (data collection, invoice preparation, collection of EES funds), and inventory (additions, disposals, periodic physical accounts)

- Provide financial reporting on a regular basis to agency Director and Managers, Policy Council, School Board and others as requested
- Participate in grant application process by performing cost trend analysis, gathering information about agency financial needs and preparing budget for submission
- Monitor fiscal health by tracking and analyzing fiscal performance data
- Support EES HR Coordinator by doing salary/employment verification, assisting with employee hiring and departure processes, generation of employee contracts and as backup for First Report of Injury reports
- Participate in staff meetings, team meetings, individual supervision, in-service and pre-service trainings, as applicable
- Meet annual training requirements as defined by Vt. State Licensing regulations and the Head Start Performance Standards
- Follow all safety and emergency procedures
- Adhere to EES Policies and Procedures, Head Start Performance Standards, NAEYC Standards for Early Childhood Programs, and Vermont Regulations for Licensed Early Childhood Programs
- Support collection of In-Kind donations; document and submit in a timely manner.
- Perform all duties through our service area according to a flexible schedule that may include some nights and weekends as required
- Maintain the safety, rights, and confidentiality of program participants and colleagues at all times
- Other duties as assigned

**Other responsibilities:**

- Abide by the programs core values while striving to realize it's vision and mission
- Arrive at work on time and with minimal absences
- Present oneself in a professional manner
- Participate in the evaluation process

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

I have read the above job requirements and am willing and able to perform them all as written.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_