

College of Southern Idaho Head Start/Early Head Start  
JOB DESCRIPTION

JOB TITLE: Financial Services Coordinator  
SALARY LEVEL: H

LAST UPDATE: 2013  
REPORTS TO: Head Start/Early Head Start Director

MISSION STATEMENT: The Financial Services Coordinator is responsible for monitoring and reporting within the CSI Head Start/Early Head Start Program. Develop monitoring and reporting methods to track a variety of federal state and private funding sources for an overall budget in excess of \$6,000,000 per year. Customarily make recommendations on financial policies that conform to Federal Head Start/Early Head Start Performance Standards and the College of Southern Idaho Financial procedures.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Prepare budget projections in all budget categories, related to the Head Start/Early Head Start program. Provide ongoing budget analysis and recommend revisions. Track expenditures by individual account. Reconcile account logs to fiscal reports monthly. Draft fiscal procedures for Head Start/Early Head Start and prepare quarterly and semi-annual reports of expenses and cash balance for funding source and granting agencies.
3. Monitor fiscal procedures such as travel, petty cash and site logs. Monitor Head Start/Early Head Start expenditures for fiscal accountability and correctness.
4. Manage the Head Start/Early Head Start office consumable and out of area travel budgets. Monitor the facilities' utilities, telephone, "other" and equipment budget categories and "in-kind" valuations.
5. Coordinate with the College of Southern Idaho's fiscal office and Head Start purchasers. Develop and provide fiscal training to Head Start/Early Head Start staff on financial procedures, as assigned by Head Start/Early Head Start Director.
6. Prepare and monitor Head Start/Early Head Start contracts. Assists in preparation of grant applications and administrative work plans.
7. Participate in the program planning and evaluations process. Propose changes in administrative plans as needed. Provide technical assistance to Policy Council, center committee treasurers and Head Start/Early Head Start staff to ensure compliance with Head Start/Early Head Start standards.
8. Provide the Head Start/Early Head Start Director with data analysis from which historical reference and strategic planning can be completed
9. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Provide positive leadership in the Central Office.
- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- A technical mastery of federal financial requirements related to the Head Start/Early Head Start program.
- Bachelor or Masters Degree in Accounting, Finance or Business Administration.
- Five years work experience in the field of business, public administration or accounting.
- Work experience within the field of grants administration.
- Strong record keeping and clerical skills.
- Ability to independently operate standard office equipment including personal computer.
- Ability to communicate verbally.
- Ability to communicate in writing.
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, \_\_\_\_\_ have read this job description and understand its contents.  
(Print your name here)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Drug Free Work Place