

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

JOB TITLE: Fiscal Assistant
SALARY LEVEL: F

LAST UPDATE: 2013
REPORTS TO: Financial Services Coordinator

MISSION STATEMENT: The Fiscal Assistant is responsible to assist the Financial Services Coordinator to track and report within the Head Start/Early Head Start program.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Collect, compile, tally and prepare journal entry for in-kind from centers.
3. Review, compile and tally information for preparation of USDA reimbursement.
4. Track expenditures by individual account and reconcile account logs to fiscal reports on a monthly basis.
5. Assist Financial Services Coordinator in the monitoring of fiscal procedures such as travel, petty cash, site logs, and Head Start/Early Head Start expenditures for fiscal accountability and correctness.
6. Assist in the management of the Head Start/Early Head Start office consumable and out of area travel budgets.
7. Assist in monitoring the facilities' utilities, telephone, "other" and equipment budget categories.
8. Assist in coordinating with the College of Southern Idaho's fiscal office and Head Start/Early Head Start purchasers.
9. Provide fiscal training to Head Start/Early Head Start staff on financial procedures, as assigned by Financial Services Coordinator.
10. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Associate Degree in related field, or its equivalent in a combination of education and experience
- 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