**Title:** Finance Manager

**Reports to:** Director of Finance

**FSLA Status:** Exempt

## Purpose

The Finance Specialist works closely with the Director of Finance to conduct the fiscal operations of the program specific to childcare billing, transportation billing, program purchasing, and preparation of payroll.

## Essential Duties

**Operational Duties:**

* Ensure financial records are complete and accurate.
* Maintain policies and practices specific to the safeguarding of staff and child information.
* Assist in the preparation of bi0weekly payroll and monitoring of payroll activities.
* Prepare billing for grants and assist with grant reporting.
* Monitor purchasing and coordinate expenditures with the Executive Director.
* Assist with ongoing monitoring to ensure the program is in full compliance with Office of Head Start performance standards, Department of Early Education and Care regulations, grant requirements, and any other applicable regulations.
* Monitor, prepare, and submit childcare attendance per BCHS procedures and in compliance with state standards.
* Prepare childcare transportation billing. Monitor attendance reports and provide reports to the appropriate agencies.
* Coordinate childcare payment and create childcare invoices. Track late payments and follow up with parents/guardians regarding overdue amounts.
* Ensure that all vouchers and contracts have the correct information and appropriate signatures.
* Match invoices to the correct bills. Monitor signatures and initials to ensure all checks are appropriately authorized. Reconcile accounts.
* Ensure funding sources are accurately documented on each payment.
* Monitor parent committee and Policy Council checking and savings accounts.
* Assist in tracking expenditures by funding source in accordance with the program cost allocation plan and funding requirements.
* Assist in preparing records for the yearly audit and work with the auditors to ensure that all necessary paperwork is in order.
* Maintain and manage supply inventory.
* Prepares standard miscellaneous batches and deposit journals.
* Receives funds, prepares deposits, and reconciles bank statements.
* Manages all aspects of payroll, ensuring accuracy in required deductions and employer/employee contributions
* Supports Human Resources in payroll functions.
* Acts as the fiscal liaison for departmental staff.
* Researches funding restrictions, searches and analyzes expenditures.
* Assists in the development of processes and procedures for financial records retention and destruction according to federal, state, and local laws.
* Safeguards internal controls procedures to ensure checks and balances are in place.
* Implements procedures that include clear segregation of duties and other appropriate controls in all activities including but not limited to receipts, disbursements, petty cash, payroll cash management, and investments.

**Training Requirements:**

* Attending trainings and professional development to stay abreast of best practices including but not limited to changes in state and federal regulations, grant administration, and updates regarding childcare subsidies.
* Attends 4 “all staff trainings” and other trainings as assigned by the Director of Finance

## Requirements

**Education**

Associates’ Degree from an \*accredited institution in accounting, finance or related discipline.

**Experience**

Minimum of (3) years’ experience in accounting or finance and payroll practices

Familiarity with online data management systems including Quickbooks, Excel, Word, and Outlook

**Preferred requirements**

Bachelors Degree in Finance or related field

**Competencies**

***\*Reliability:*** Is utterly reliable, always delivering on promises and maintaining the highest standards of quality

***\*Integrity:*** Is a champion for integrity, honesty and openness

***\*Enthusiasm & Engagement*:** Is fully engaged with the organization's values and goals. Is an enthusiastic ambassador for the organization in all areas.

***\*Teamwork/Building:*** Facilitates team activities that promote effective peer and work relationships. Creates a culture of accountability and fosters the building of effective teams across the organization.

*\*BC’s Core Values*

**Organizational Leadership*:*** Creates the vision and has a clear picture of the future of the organization or department; articulates and models the vision and values of the organization internally and externally; champions the implementation of strategy, takes ownership of the organization's reaction to unforeseen circumstances taking responsibility for major decisions and utilizing all available resources.

**People Leadership*:*** Builds cohesive multi-disciplinary teams, coaches and develops direct reports and others; empowers team members

**Governance Risk & Control:**  Minimizes the program’s financial and legal risk by assessing exposure to liability, improving internal controls and other program practices, training staff, and monitoring their compliance with requirements

**Stewardship:** Exercises prudent stewardship of program resources by making decisions based on program financial reports and applicable federal, state, and program financial requirements (e.g., allowable costs, non- federal share, cost-sharing)

**Organizational Relations:** The degree to which the employee collaboratively works with other internal departments, agencies, and/or outside organizations. The level of response to internal and external requests. Anticipation and control of obstacles.

**Analytical Skills:** The ability to observe, evaluate, summarize, and apply meaningful data in the problem-solving process. The level of logical reasoning necessary to connect required actions to desired outcomes. The ability to forecast events based upon current situations. Demonstrated skill in generating alternative solutions to problems.

**Job Knowledge:** The depth and breadth of know-how to perform essential duties and functions of the job. The level of compliance with degree, certification, and training requirements. Understanding of how individual job performance furthers organizational objectives. Willingness to update and expand skills, knowledge, and training.

**Physical Requirements**

Tasks involves light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds); and minimal dexterity in the use of fingers and limbs in the operating of office equipment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

**Sensory Requirement:**

Some tasks require manual dexterity. Tasks require visual and hearing acuity. Tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

## Statements

**EEO**/**AAP** **Statement**

Berkshire County Head Start is committed to providing **equal employment opportunity** to all individuals regardless of race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

**ADAAA Statement**

Berkshire County Head Start is committed to hiring and providing continued employment to qualified candidates and employees and encourages both prospective and current employees to discuss potential accommodations with the employer An individual with a disability is qualified if he or she satisfies the skills, experience, and other job-related requirements for a position; and can perform the essential functions of the position, with or without reasonable accommodations.

This job description does not constitute an employment agreement between Berkshire County Head Start and the employee and is subject to change by Berkshire County Head Start as the needs of the organization and requirements of the job change.

*I have read and understand this job description and hereby certify that I am able to perform this job, with or without reasonable accommodation.*

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**