



**HEAD START OF YAMHILL COUNTY**  
**1006 NE 3<sup>RD</sup> STREET (SUITE A), McMINNVILLE, OR 97128**  
**POSITION DESCRIPTION**

<b>Revision Date:</b> 10/31/2019	<b>Position Number:</b> HSYC 01-CTRL	<b>FLSA Status:</b> Non-Exempt
<b>Position Title:</b> Controller	<b>Pay / Category:</b> TBD (Non-Profit Pay Scale), 30 hrs. with benefits	
<b>Reports to [Job Title &amp; Division/Department]:</b> Executive Director	<b>Positions Supervised:</b> Accounting Specialist	

**GENERAL DESCRIPTION:** Oversees all financial activities of Head Start of Yamhill County. Monitors recordkeeping of payroll, accounts payable and receivable, purchasing and prepares required federal, state, and local financial reports. Serves as a member of the agency Leadership Team. Assists the Executive Director and Leadership Team in the development of program and component budgets.

**ESSENTIAL JOB DUTIES:**

1. Financial Management:
  - Analyze revenue receipts and expenditures to assure regulatory compliance and prudent spending within budget limitations.
  - Oversee payables function to assure budget guidelines are met and accuracy in coding.
  - Monitor allocations within budget components.
  - Serve as backup to Accounting Specialist (hold an understanding of the job duties).
2. Recordkeeping:
  - Maintain computerized financial recordkeeping system.
  - Calculate expenditures and revenues, prepare and submit financial status reports and budget analysis to various funding sources and Forms 990 and 5500 to the IRS.
  - Prepare monthly budget reports for Executive Director, Leadership Team, Board and Policy Council.
  - Monitor, track and reconcile cash flow of bank and grant funds. Prepare and input adjusting journal entries.
  - Prepare for and complete all audits.
3. Supervision:
  - Oversee the work of the Accounting Specialist and any additional finance employees; check for accuracy and compliance; answer questions and provide guidance; evaluate performance.

- Train and mentor Leadership Team members in the developing, monitoring, planning, and understanding of their component budgets.
4. Regulatory Compliance:
    - Monitor functional areas (fiscal and payroll) to assure compliance with requirements of Head Start Performance Standards and local, state and federal regulations.
    - Research, interpret, revise and create policies involving financial topics.
  5. Grant Proposal/ Budget Preparation:
    - Project expenditure scenarios (based on program design) and propose alternatives.
    - Prepare federal and state grant application paperwork.
    - Supply financial information for other grant applications.
  6. Meetings/ Trainings:
    - Serve as member of the agency's Leadership Team and Finance Committee.
    - Attend meetings, staffings, trainings, and professional development activities.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. Minimum of a Bachelor's Degree in Accounting, Business, Fiscal Management or related field.
- 2.
3. Thorough knowledge of the principles of financial management.
4. Strong full cycle accounting skills, with a minimum of three- five years' experience as an accountant for a multi-funded agency and a work history of progressively responsible business management and supervisory experience.
5. Experience working with non-profit organizations in the area of bookkeeping/ finance, preferred.
6. Experience working with Boards of Directors and/or Finance Committees of Boards of Directors, preferred.
7. Experience with Abila accounting financing systems, preferred.

**MINIMUM QUALIFICATIONS:**

1. Knowledge of federal and state regulations governing grant administration, and possess the ability to apply them in the administration of Head Start funds, preferred.

2. Working knowledge of legal and regulatory obligations, including familiarity with wage and hour laws in addition to abilities in the interpretation and implementation of complex policies and regulations.
3. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations while meeting tight deadlines.
4. Possess strong budget preparation skills.
5. Possess strong accounting and computer skills.
6. Ability to handle highly stressful and sensitive situations in a professional manner while maintain confidentiality.
7. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics.
8. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
9. Ability to exercise tact and discretion in all employee interactions, while promoting an enthusiastic, energetic, compassionate, sensitive and respectful personality.
10. Demonstrate ability to use positive guidance techniques (PBIS) co-workers.

**COMMUNICATION SKILLS:**

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with co-workers, funders, vendors, governing body members, and the public who come from a variety of backgrounds.
2. Keep the Director and Leadership Team apprised of the organization's financial status.
3. Must be able to communicate with peers and Leadership Team to relay important information quickly and effectively.
4. Promote consistent exchange of information and a cooperative environment.
5. Represent the organization to the public in a professional manner.
6. Bilingual/ Bi-literate English/Spanish, preferred.
7. Ability to participate in effective conflict resolution practices.

**CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and employment physicals throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 90 days of hire.
7. Willingness to participate in a minimum of 15 clock hours of professional development training, per year.
8. Valid vehicle insurance (if you hold a driver's license), as required by state law.

**Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.**

**LEADERSHIP TEAM MEMBER RESPONSIBILITIES:**

1. Maintains program staff performance results by:
  - Participating in regularly scheduled Supervision with staff.
  - Providing supportive staff performance reviews.
  - Ensuring program effectiveness through employee performance and professional development plans.
  - Planning, monitoring, and appraising job results.
  - Implementing staff disciplinary action in accordance with agency policy and procedures.
  - Reviewing and authorize staff time, spending, and mileage records to ensure compliance with agency policies and procedures, and in regards to wage and hour laws and regulations.
2. Ensures the hire of qualified staff by:
  - Participating in agency hiring process and procedures.
  - Providing orientation and training to new staff.

3. Advocates for Head Start by:
  - Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.
  - Positively representing the program to outside organizations.
  
4. Contributes to a team effort by:
  - Being a participant on the HSYC Leadership Team.
  - Completing and submitting monthly reports.
  - Meeting with the Executive Director as required (minimum weekly on a regular basis) and assisting in planning.
  - Participating in the development of collaborations and facility development for future expansion of families and/or services.
  - Participating in the coordination of Program Self- Assessment and follow-up planning for improvement.
  - Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.
  
5. Maintains professional and technical knowledge and practices by:
  - Attending educational workshops, establishing personal networks, attending designated training workshops or seminars, participating in training as part of the HSYC team.
  - Keeping current on local, state, and federal regulations and accepted best practices.
  
6. Maintains confidentiality and protects agency operations by:
  - Keeping information confidential.

**ADDITIONAL JOB DUTIES:**

1. Perform other duties as requested.

**SUPERVISORY RESPONSIBILITIES:**

1. Hire, mentor, coach and evaluate the performance of the Accounting Specialist and any additional finance employees.
  
2. Encourage and support professional development opportunities.
  
3. Promote training that meets team and individual needs.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to, on a regular basis:

1. Lift up to 50 pounds with assistance.
2. Perform periodic bending and stooping.
3. Remain in a sitting position for long periods of time.

**MENTAL DEMANDS:**

1. Job requires mental alertness.
2. Sustained concentration and attention to detail.
3. Determining and prioritizing the work load.
4. Significant problem solving and analytical skills.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to:

1. Be exposed to inside and/or outside weather conditions.
2. Drive in all conditions.
3. Work within a team environment.

**CONFIDENTIALITY:**

This position respects the confidentiality of information about Head Start's enrolled children and families, agency staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

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**Signature**

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**Date**

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*