

## Job Description

### FISCAL COORDINATOR

**Reports to: LCFS Executive Director: Exempt**

Subordinates: None

### **Job Summary :**

Under the direct supervision of the Director, oversees and directs the accounting, financial auditing and reporting, and budgeting for Lancaster County First Steps. Recommends and implements accounting and financial systems to meet contract compliance requirement and serves as financial advisor to program staff in their roles as they relate to fiscal aspects of the program.

To assist the Director in monitoring and implementing fiscal operational procedures to meet program and federal guidelines and to use automated systems to monitor, collect data and provide reports. And to gather, organize, maintain and disseminate fiscal information throughout the organization by processing and maintaining reporting systems, collecting data and maintaining program software systems in order to support quality management and quality services as prescribed in the Head Start Performance Standards. The Fiscal Coordinator will participate in short and long-range planning for LCFS.

To maintain and monitor Non Federal Share including entering and submitting the nonfederal share portion of the Lancaster County Early Head Start- Child Care Program.

### **General Staff Responsibilities:**

- Participate in staff meetings, attend conferences, training/workshops, and meet education standards as required.
- Demonstrate familiarity with Lancaster County First Steps policies and procedures, Lancaster County First Steps Early Head Start- Child Care Partnerships policies and procedures, and Head Start Performance Standards.
- Maintain congenial and respectful relations with staff, children, families and community.
- Keep current and accurate records.
- Maintain confidentiality in regards to staff and family information.
- Maintain professional standards and professional courtesy policies.
- Actively participate in professional development opportunities and ongoing self-improvement.
- Fulfill role as mandated reporter as stated in Lancaster County Early Head Start- Child Care Partnership Child Abuse and Neglect Policy.

- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive and productive manner.
- Exhibit flexibility to accommodate changes in job responsibilities due to changing program demands as requested by your supervisor.
- Demonstrate commitment to Lancaster County First Steps mission, values and policies in the performance of daily job duties.
- Commit and contribute to ongoing program quality improvement through your role as it relates to the following program-wide systems: Program Governance, Planning, ERSEA, Communication, Record-Keeping and Reporting, Ongoing Monitoring, Self-Assessment, Human Resources and Fiscal Management.
- Commit to reflective supervision as a cornerstone of program and staff development.

**Major Duties/Functions/Responsibilities:**

- Serve as the OHS Fiscal Officer of record for the EHS grant.
- Oversees and directs the First Steps's fiscal operations, including all program liabilities and submission of all financially related reports within the Payment Management System (PMS).
- Confers with the Director and other program coordinators on matters concerning internal control, budgets, and property control.
- Executes invoice coding for all First Steps programs including categories and accounting operations for the early head start program.
- Assists in the preparation of budgets and grant applications, including, but not limited to preparation of budget line item spreadsheets, at the request of the Director.
- Confers with the Director and other involved administrative staff in the preparation of financial and activity reports and budgets/credit card reports, including, but not limited to quarterly and annual FFR-425 reports, reports to funding sources and other reports, the Board of Directors, Policy Council and the Parent Policy Committee.
- Assists in the installation of new or modified accounting systems (including computerization), procedures, and forms required by the funding source.
- Serves as a liaison with all funding sources and independent auditors to ensure compliance with funding source rules and regulations, compliance with applicable laws, and to maintain appropriate program cash flow.
- Assists the Director in budget management and control and preparation of waivers as needed.
- Maintains, compiles, and collates all fiscal, budgetary and monetary data relevant to audits to be performed and prepares monthly bank reconciliation on all program accounts.
- Complete all necessary financial drawdowns.
- Assures preparation and maintenance of complete and accurate cash receipts and cash disbursement records.



- Prepares general journal entries and maintains a posted general ledger.
- Maintains accurate budget records.
- In conjunction with the Director, monitors consistency between contract budget and actual expenditures.
- Calculates and monitors Administrative Cost to ensure compliance.
- Calculates and monitors the program's non-federal share and financial information required for waiver requests.
- Works with First Steps Fiscal Director and Regional Finance Manager to maintain the program's ledger analysis and conducts trial balances.
- Participates in the annual program self-assessment and compiles Early Head Start information for the annual report.
- Maintains documentation of all contracts.
- With Director, maintains First Steps purchasing and procurement systems, and maintains records of procurement.
- Learn and work with the First Steps Euthority system as needed to produce reports and gather information.
- Performs other duties, as requested.

#### **Qualifications and Knowledge/Skills Required:**

- BS/BA degree in Financial Management/Accounting or related field; accounting and bookkeeping required, word processing or related computer experience.
- Strong working knowledge of computer system, Windows, Microsoft Office, Excel and related software.
- Must determine workload priority and have ability to work independently.
- Ability to manage multiple tasks, strong organizational skills.
- Must be detail oriented and maintain a high level of accuracy.

#### **Other Requirements:**

- Negative pre-employment drug screening may be required
- Satisfactory reference check and criminal record check
- Employee shall submit prior to first day working with children a dated report of satisfactory TB test or chest X-ray and a signed medical statement dated not more than 12 months prior to employment
- Responsibility for completed updating medical statements and TB tests as required by the OHS
- Responsibility for meeting all applicable federal, state & local health requirements
- Responsibility for meeting the transportation needs as required by the nature of the position