

SHASTA HEAD START CHILD DEVELOPMENT, INC

Fiscal Specialist

Supervisor: Fiscal/HR Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Responsible for performing a broad range of accounting functions in accordance with agency policies and all applicable federal and state requirements. This position provides support across accounts payable, payroll, and general ledger activities, including journal entries, accruals, allocations, account analysis, reconciliations. Ensures system utilization, accuracy of financial data, timely filing of compliance reporting, and assists in audits. Serves as a resource to staff and vendors while maintaining strong internal controls and compliance standards.

Essential Duties and Responsibilities

- Manage accounts payable functions in accordance with agency policies, procedures, and all applicable federal and state requirements
- Code accounts payable invoices and check requests; review coding on purchase orders to ensure accuracy and compliance
- Coordinate weekly check runs, obtain required approvals/signatures, and ensure the timely distribution of payments
- Resolve accounts payable issues and inquiries with vendors and internal staff in a professional and timely manner
- Maintain contracts and supporting documentation for all recurring and required payments
- Prepare reports and general ledger entries necessary to track in-kind
- Execute payroll functions in strict compliance with agency policies and all federal and state payroll laws
- Reconcile payroll taxes, 401(k) contributions, Health Savings Accounts (HSA), and W-2 statements
- File state and federal payroll reports as necessary to maintain full legal compliance
- Effectively utilize/train on reporting tools within payroll system to conduct detailed payroll analysis
- Prepare and maintain accurate chart of accounts, budget data, allocations, general ledger entries, accruals, and account reconciliations
- Prepare PC/BOD fiscal report and complete compliance reports in a timely manner
- Utilize software to analyze financial data to generate comprehensive reports for management
- Train and support staff on accounts payable, payroll, in-kind, and general ledger processes
- Perform other duties as assigned to support fiscal integrity

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements
- Be honest, reliable, and dependable
- Respect and maintain rights and privacy of all staff, parents, and children
- Attend mandated trainings and meetings, and seek out staff development opportunities
- Work as a team member with all staff and maintain a positive work ethic
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret procedures and government regulations in fields relevant to position
- Ability to write business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff, and the general public
- Ability to use basic math skills to compute rates, ratios and percentages
- Ability to solve practical problems in reconciling account balances and invoice variances
- Ability to use MS Word, Excel, and accounting software systems with accuracy
- Ability to operate standard office equipment such as computer, copier, calculator, etc.

Education and/or Experience

Minimum

High School diploma or GED. Equivalent combination of education and related experience of at least five (5) years in a multi-purpose organization employing more than one hundred (100) individuals.

Desired

Associates Degree in Accounting, Finance, Business Administration or related field. Five (5) or more year's related experience in a multi-purpose organization employing more than one hundred (100) individuals.

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 this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisor Signature

Date

Supervisor Title

05/27/2026