

SHASTA HEAD START CHILD DEVELOPMENT, INC

Fiscal/HR Manager

Supervisor: Chief Financial Officer

Classification: 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

Directly responsible for the overall administration, coordination, and organization of the Fiscal and Human Resources Departments. Responsible for financial reporting, budgeting, regulatory compliance, recruitment, employee relations, benefits administration, learning and development, and supervision of department staff.

Essential Duties and Responsibilities

- Direct and oversee all fiscal and human resources operations.
- Ensure compliance with Federal, State, Office of Head Start, statutory, and regulatory requirements.
- Ensure timely and accurate financial and personnel reports.
- Supervise Fiscal and Human Resources staff, including evaluations, coaching, and goal setting.
- Foster effective communication and collaboration across the agency.
- Coordinate and serve as a primary liaison for independent audits and monitoring reviews.
- Prepare and monitor annual budgets and monthly financial statements.
- Maintain effective internal controls and financial management systems to safeguard agency assets.
- Oversee benefits administration, including health and retirement plans, workers compensation, and health and safety program.
- Provide fiscal analysis and guidance regarding personnel policies, employee relations, disability accommodations, and workplace issues.
- Develop and implement strategies that support organizational goals and promote employee engagement.

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 common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from employees, managers, regulatory agencies, or members of the business community.
- Ability to write organized and accurate reports and other documents; ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Ability to operate office equipment normally associated with this position; good keyboarding skills and ability to use Word, Excel and Windows software programs, format and work in tables and to produce lengthy error free documents.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and mandates.
- Ability to work as a positive team member.
- Knowledge and experience in financial reporting and budgeting.
- Firm understanding of all aspects of accounting, including A/P, P/R, and GL administration.

Education and Experience

Minimum

BA in Accounting or Business Administration and at least five years' related experience including a firm understanding of General Accepted Accounting Principles.

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

Supervisors Signature

Date

Supervisors Title