

MONTEREY COUNTY OFFICE OF EDUCATION

MANAGER OF FINANCE AND PROGRAM INFORMATION SERVICES HEAD START DEPARTMENT

CLASSIFICATION: Classified-Management
SALARY LEVEL: C-I – C-IV
WORK YEAR: 12 Months

DEFINITION

Under the general direction of the Head Start Director, the Manager of Finance & Program Information Services will take responsibility for all fiscal and student & family information systems in the Head Start Department.

This position works to ensure the department's fiscal solvency and also serves as a liaison between the Head Start department and the Monterey County Office of Education Business Department and other Head Start administrative offices. Performs complex financial record keeping and provides leadership in budget development of multiple funding sources. Responsible for executing and monitoring all contracts and service agreements with delegates, districts and other service providers. Leadership in grant's budget development, provides support for annual refunding applications, personnel and benefits costs projections and budget monitoring in line with all state and federal regulations. Will use the State Accounts Codes System (SACS) for on-going monitoring.

The Manager of Finance and Program Information Services will also be responsible for oversight of the department's family and student database system, which maintains all required family data. Related duties will include producing accurate reports for Average Daily Attendance, annual Program Information Report, establishing user procedures, ensuring all required data is entered, attending and conducting meetings.

SUPERVISOR

Head Start Director

POSITIONS SUPERVISED

Finance and Program Information Technician

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

The Manager of Finance & Program Information Services works closely with the Head Start Director and other management personnel to provide overall organizational support that is efficient and of high quality. Align and support the organizations operational activities in order to support its program goals and services functions. Prepares and maintains budget agreements and prepares various financial, legal, statistical, demographic and other reports. Provides support for and monitors purchasing procedures, including receipt and inventory of materials and equipment, verifies availability of funds and assigns budget categories. Routinely prepares revisions and amendments to budgets. Assists in the development of the departmental budget by preparing estimates of costs, processes monthly reimbursable claims from Head Start delegates and contracts with districts. Reviews and analyzes various budget reports and prepares budget transfer forms. Prepares financial and statistical reports and statements; interprets and applies appropriate rules and regulations. Performs special research projects as necessary. Supports the implementation of safety and risk management procedures. Prepares timely and accurate reports to senior managers, the MCOE Board of Education and for monthly Parent Policy Council meetings. Coordinates an annual audit of delegate agencies and contracts and assists in the examination and evaluation of accounting records and transactions. Maintains annual fiscal archives for at least three years. Ensures that all required family and student information is maintained and coded properly in the department's management and information system. Establishes required timelines and procedures for data entry and communicates them to other management and support staff.

OTHER DUTIES

Projects the cost of employee salary and benefit packages, including all legally required insurance, medical insurance, and other benefit programs. Monitors the expenditure levels of all direct and inter-program funds, Transfers and adjusts budget data to accommodate county, state or federal requirements. Monitors the placement of all orders for office supplies and equipment and maintains inventory control. Monitors all departmental travel requests and reimbursements. Oversees purchase order and vendor file system. Performs other job-related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; Manual dexterity sufficient to write, use telephone, business machines; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; Physical mobility sufficient to move about the work environment (office and district); Physical strength sufficient to lift twenty-five (25) pounds; Physical stamina sufficient to sit for prolonged periods of time; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Any combination of work experience, education, and training which substantially provides the knowledge, skills and abilities listed previously. Typical ways to acquire those skills and abilities include:

- Education equivalent to completion of Bachelor's or Masters degree in Public or Business Administration, Economics, Accounting, Finance or a related field with course work in accounting, finance and business administration.
- Three years of increasingly responsible experience, or a combination of experience and training performing a wide variety of duties related to fiscal management, significant administrative experience in finance, accounting or bookkeeper duties.
- Experience and knowledge of "Management Information Systems" and their functions
- Ability to establish monitoring and bookkeeping systems (i.e. accounts receivable/payable, cash disbursements, monitoring contract payments, reconciling bank statements, etc.)
- Ability to properly interpret and make financial recommendations in accordance with the appropriate laws, regulations and policies.
- Ability to analyze financial problems and develop effective policies, procedures and fiscal controls.
- Ability to prepare, review and interpret financial reports, summaries and data
- Ability to plan and direct and evaluate the work of others.
- Ability to present financial and technical information before a group or meeting
- Ability to establish and maintain effective working relationships with a variety of agencies and individuals
- Ability to effectively use standard word processing, database, and spreadsheet programs such as Microsoft Word, Excel, PowerPoint, Access, Quick Books Pro, and other common computer software applications compatible with IBM format Personal Computers.
- Ability to operate a 10 key calculator with speed and accuracy
- Possess an appropriate California driver's license and the availability of an automobile with the State minimum insurance coverage

DESIREABLE QUALIFICATIONS:

- Experience in Non-profit and/or public accounting and/or auditing principles and practices
- Experience working with Head Start programs or other social services programs

OTHER REQUIREMENTS:

- Available to work before and after regularly scheduled hours on occasion, to attend meetings or complete assignments to meet deadlines as needed
- Ability to sit for extended periods of time
- Ability to lift and carry supplies and equipment
- Ability to communicate in English effectively, both orally and in writing
- Ability to travel out of town occasionally or as needed to meetings or required trainings