

Title: Fiscal / Budget Analyst

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform routine-to moderately complex clerical and technical accounting functions in the maintenance of accounting and internal control systems for the assigned department. The position is responsible for fiscal matters which include establishing and overseeing bookkeeping procedures, assuring adherence to fiscal policy, and maintaining adequate internal controls for efficiently recording, summarizing and reporting the result of financial activities. Provides clerical assistance to supervisor and office staff, and performs related tasks as assigned. The position works under general supervision according to some procedures; decides how and when to complete tasks within District, State, and Federal deadlines. Must possess or achieve a thorough understanding of District, State, Federal, and Head Start financial requirements, as well as general accounting principles. Must possess or achieve a general understanding of Head Start mission and Program Performance Standards.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

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Updates and advises Head Start management team on expenditures of funds with regard to school readiness. Participates in periodic meetings of management and policy council, along with meetings and phone conferences with Head Start regional management.

Produces reports of projected expenditures; assists management in transferring funds to meet unexpected needs; safeguards against over-spending of grant and District funds.

Periodically calculates administrative costs compared to Head Start administrative cost limits.

Periodically calculates non-federal share (match) provided by District, and ensures that it meets Head Start grant requirements. Recommends any necessary adjustments.

Prepares and updates Head Start Fiscal Policies and Procedures, to comply with Head Start Program Performance Standards.

Manages accounts payable; processes purchase requisitions and produces purchase orders; maintains and

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updates vendor files.

Makes purchases and payments using District purchasing card; uploads supporting documentation for all card expenses; tracks and projects spending compared to card limits, and reports all transactions at least monthly.

Ensures proper coding of accounting entries with regard to fund, function, object, cost center, and project.

Processes employee payroll attendance and insurance records.

Prepares SF428, SF429, SF424 and other Federal reports in Grant Solutions.

Makes travel arrangements for Head Start/VPK staff members to attend conferences and seminars; ensures that travel is allowable, expenses are reasonable, etc.

Processes and reviews staff travel reimbursements; obtains proper approvals. Prepare Personnel Information Forms, HR requests, and other documents to hire, transfer, or make salary adjustments for employees.

Ensure completion of Personnel Activity Reports, which show how staff members spend their time on grant activities; make sure that personnel cost allocations align with the data on these reports.

Plays a major role in Head Start grant application preparation and submittal by creating all financial components in cooperation with other management staff; ensures that budget matches with, and provides funds for achieving, program goals and objectives.

Maintains records of all Head Start employees, including pay and benefits amounts. Compares expected costs regularly to actual postings, for accuracy.

Reviews all transactions posted to Head Start grant cost center to make sure they are reasonable, allowable, allocable, and necessary.

Enters, verifies for accuracy, updates and retrieves computer data; prepares spreadsheets.

Receives Head Start student, Family Advocate, fiscal, and other records; tags, lists, and submits records for storage, in accordance with District, State, and Federal requirements. Periodically reviews stored records for completeness, and requests destruction of outdated records.

Stays up-to-date on Head Start procedures, best practices, and requirements by attending local, online, regional, and national trainings and conferences as necessary.

Processes and tracks supply orders; ensures best prices or value; stocks limited amount of critical supplies; maintains list of best prices and sources for regularly-purchased items.

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Prepares internal budget amendments within grant limits, obtains approval, and submits for posting.

Maintains financial records for various grant programs and projects.

Conducts routine audits of records by examining, verifying and reviewing accounts, invoices, bills and vouchers; researches accounting problems and discrepancies in records; makes corrections as necessary. Works with State, District, or Federal auditors or monitors, producing documents, policies, and other items as requested.

Maintains equipment/vehicle inventory records.

Submit and track Head Start administration maintenance requests and Information Technology requests.

Prepares periodic and special reports as required by the department, school, District and other agencies, including, but not limited to, Federal reports of expenses and revenue, real property inventory, equipment and vehicles inventory, supply and furniture/fixtures inventory, and periodic reports to management and School Board.

Receives and responds to inquiries, concerns, complaints and requests for assistance from personnel and citizens regarding areas of responsibility.

Greets office visitors and provides professional, courteous customer service; assists customers or obtains information for customers as requested; explains financial policies and procedures; refers customers to other personnel or offices as appropriate.

Prepares, types, copies, files, transmits and/or mails various records, reports, notices, forms and correspondence.

Performs other general clerical work as required, including but not limited to establishing and maintaining files, copying and filing documents, sending and receiving faxes and e-mails, answering the telephone, processing mail, maintaining lists and logs, ordering office supplies.

Attends staff, committee and other meetings as required.

Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities

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may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information. Analyzes and draws conclusions from data.

People Responsibility: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

Assets Responsibility: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money. Serious errors could lead to loss of large amount of grant funding.

Mathematical Requirement: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages. Regularly performs “what-if” calculations.

Communications Requirements: *“Communications” involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar. Ability to understand complex regulations, procedures,

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or policies. Ability to explain these to co-workers and Head Start Policy Council.

Complexity of Work: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires focused attention with extended periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact -affects those in work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements: *“Education Requirements” refers to job specific training and education required for entry into the position.*

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Requires a minimum of a high school diploma or GED. Degree in related field, such as Finance, preferred.

Licenses Certifications Registrations Required: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

Experience Requirements: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience, preferably in a government agency or grant-funded program or organization.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

Sensory Requirements: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

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The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Site/Department Administrator

Supervises:

None

PAY GRADE: From: HS008A-1 To: HS008A-1

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 02/25/2020

