

**Job Summary:**

The job of Assistant Administrator, ECE-Fiscal Officer was established for the purpose of assisting the administrator with leading, planning, organizing, and administering the budgetary and fiscal operations of the Early Childhood Education Program.

**Essential Functions:**

- Organize and direct accounting and budgetary operations and activities in support of an assigned department including the development, maintenance and adjustment.
- Assure related functions and transactions comply with established laws, codes, regulations, standards, requirements, policies and procedures.
- Participate in the development and preparation of the annual preliminary department budget;
- Review and analyze related budgetary and financial data.
- Control and authorize expenditures.
- Assist the department administrator with assuring expenditures comply with established limitations and grant specifications.
- Establish and maintain budget controls.
- Coordinate, oversee and participate in the preparation and maintenance of various financial and statistical records, statements and reports related to the department budget, accounts, funds, income, expenditures, projections, attendance, enrollment, cash flow, fixed assets, transfers, inventory, payroll, students, grants, contracts, personnel and assigned activities.
- Train and evaluate the performance of assigned personnel.
- Interview and select employees and recommend transfers, reassignments, termination and disciplinary actions.
- Assign employee duties and review work for accuracy, completeness and compliance with established requirements.
- Serve as a technical resource to administrators, personnel and others concerning department accounting and budget functions.
- Respond to inquiries and provide technical information concerning related accounts, funds, budgets, transactions, records, standards, laws regulations, policies and procedures.
- Confer with department administrators and staff concerning budgets, funds and accounts.
- Coordinate and approve purchasing transactions as needed.
- Process and authorize reimbursement claims and requisitions.
- Review, audit and approve contracts as assigned.
- Coordinate communications between administrators, personnel and outside agencies to assure smooth and efficient accounting and budgetary functions.
- Oversee the preparation and distribution of fiscal correspondence and informational materials.
- Manipulate data and generate a variety of computerized reports.
- Assure accuracy of input and output data.
- Direct the development and implementation of budgetary and special accounting projects.
- Oversee and participate in the research compilation, assembly and analysis of a variety of financial, statistical and budgetary information.
- Investigate and resolve financial issues, errors and discrepancies.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to assigned accounting functions.
- Provide input concerning the modification of systems, programs and procedures to assure compliance with local, state and federal requirements as necessary.
- Communicate with administrators, personnel and outside organizations to exchange, coordinate activities and resolve issues or concerns.
- Attend and conduct a variety of meetings and trainings sessions as assigned.
- Attend and participate in councils and conferences as directed.
- Slot Management
- Determine cost pool allocations;
- Grant Input/Writing
- Supervision
- Manage 2 Data Technicians and 2 Accounting Technicians.
- Present to PPC

**Knowledge and Abilities Required:**

**Knowledge of:**

- Organization and direction of accounting and budgetary operations and activities in support of Federal and State grant requirements.
- Development, preparation, maintenance and adjustment of the department budget and related funds and accounts.

- Generally accepted accounting principles;
- General theory and application of budgetary planning and control;
- Preparation, review and control of assigned budgets and accounts;
- Financial and statistical record keeping techniques;
- Preparation of financial statements and comprehensive accounting reports;
- Applicable laws, codes, regulations, policies and procedures;
- Fiscal and budgetary organization, operations, policies and objectives;
- Financial analysis and projection techniques;
- Principles and practices of supervision and training;
- Technical aspects of field of specialty;
- Operation of a variety of office equipment including a computer and assigned software;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Exhibit leadership behaviors;
- Organize and direct accounting and budgetary operations and activities, including the development, preparation, maintenance and adjustment of the department budget and related funds accounts;
- Coordinate, oversee and participate in the preparation and maintenance of related financial and statistical records, statements and reports;
- Train and evaluate the performance of assigned personnel
- Serve as a technical resource concerning department accounting and budget functions;
- Participate in the development and preparation of the annual preliminary department budget;
- Prepare revenue and expenditure projections;
- Assure accurate accounting of funds including income and expenditures;
- Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries.
- Work collaboratively with Federal and State funding sources, accounting and fiscal professionals and program staff;
- Assist in assuring adequate personnel and resources to meet department needs;
- Reconcile, balance and audit assigned accounts and budgets;
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Maintain and assure accuracy of financial and statistical records;
- Analyze financial data and prepare reports, forecasts and recommendations.

**Education and Experience Required:**

- Any combination equivalent to: Bachelor's degree in accounting, business administration or related field and three years increasingly responsible budgetary and accounting experience including working involving the development, preparation, maintenance and adjustment of budgets, funds and accounts with Federal and State funding sources.
- Supervising experience is desirable.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI fingerprint response.

**FLSA Status:** Exempt

January 2019

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.