

UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

Accountant	
Supervisor: Fiscal Director	Exempt Status: Non-exempt
Classification: Coordinator IV	Subordinates:
Terms of Employment: Regular Full-time	

Job Goal: To assist the Fiscal Director with agency accounting operations to include: administration of all facets of payroll, accounts payable and inventory.

Responsibilities:

1. Administer all aspects of payroll utilizing Fundware, which includes computing and transmitting information
 - a. Compile time sheets and maintain leave accrual system.
2. Prepare invoices as necessary.
3. Process Purchase orders in a timely manner
4. Accounts Payable:
 - a. Ensure invoices are accurate and paid timely.
 - b. Contact vendors as necessary.
5. Ensure that employee leave accrual accounts are up to date and current.
6. Verify receipts for appropriateness.
7. Maintain agency inventory monthly and update on a yearly basis.
8. Audit petty cash for reimbursement

Qualifications:

1. AA/BA in Accounting or related plus two years of experience in accounting
2. Two years experience in using Microsoft Excel/Word
3. Current physical examination and TB screen documentation upon hire
4. Desire to work with low-income children and their families.
5. Adequate means of transportation.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned and requested.
2. Demonstrate familiarity with Personnel Policies, Work Plan and objectives of UMCHS, Inc.
3. Maintain congenial and respectful relations with staff, children, parents and volunteers.
4. Keep current and adequate records and file reports on time.
5. Refer all pertinent information to appropriate staff person.
6. Maintain objective and professional standards.
7. Improve self-skills and education.
8. And or any other duties deemed necessary by your supervisor.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer