

**UMATILLA-MORROW HEAD START, INC.**

**POSITION DESCRIPTION**

<b>FISCAL ADMINISTRATIVE ASSISTANT</b>	
<b>Supervisor: Fiscal Director</b>	<b>Subordinates: None</b>
<b>Classification: Coordinator III</b>	<b>Exempt Status: Non-Exempt</b>
<b>Terms of Employment: Regular Full-time</b>	

**Job Goal:** To assist the Fiscal Department with general secretarial duties through written correspondence, verbal communication, and computer entry. Assist the Fiscal office in Payroll Payables, In-kind, and Purchasing.

**Responsibilities:**

1. Process Payroll Payables in a timely and accurate manner.
2. Ensure revenue is receipted into the receipt book.
3. Ensure checks and Electronic Fund Transfers are logged timely.
4. Make deposits at least twice a week.
5. Maintain a cost comparison list and update it at least semi-annually to ensure best prices.
6. Act as agency purchaser and order supplies after receiving a Purchase Order.
7. Receipts orders in and verifies completeness of order and distributes to proper site/basement supply room.
8. Files fiscal materials timely and accurately.
9. Assist Fiscal Assistant in completion of the payroll process.
10. Compile In-kind forms and submit to Fiscal Director monthly.
11. Input Child Care hours for CCR&R Director.
12. Track child care revenues timely and accurately.

**Qualifications:**

1. High school diploma or equivalent (AA Preferred)
2. At least 2 years experience in an office setting
3. Type at a minimum rate of 80 words per minute
4. Understand general office procedures
5. Knowledge of correct grammar and punctuation
6. Current physical examination and TB screen documentation upon hire
7. Desire to work with low-income children and their families
6. Adequate means of transportation
7. Interest in additional training
8. Exhibit computer skills in Microsoft Office

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.

6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**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. Comprehend, analyze, and make inferences and references from written material.
3. Perform physical inventory of equipment and/or supplies.
4. Make precise arm-hand positioning movements and maintain static arm-hand positions.
5. Ability to use computer and word processing software program, multi-lined telephone system, and copier.
6. Sort; alphabetize documents, records and/or files.
7. Daily use of CTR screen.
8. Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
9. Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*