

FISCAL DIRECTOR
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.

Name _____

Date: _____

| | | | | |
|-----------------|-------------|--------------|----------------|------------------|
| 1. UNACCEPTABLE | 2. MARGINAL | 3. COMPETENT | 4. COMMENDABLE | 5. DISTINGUISHED |
|-----------------|-------------|--------------|----------------|------------------|

A. General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned 1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency 1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community 1 2 3 4 5
4. *Keep current and accurate records that conform to program policies 1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information 1 2 3 4 5
6. Maintain objectives and professional standards 1 2 3 4 5
7. Improve self-skills and education 1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy 1 2 3 4 5
9. Perform any other work-related duties as requested by your supervisor 1 2 3 4 5
10. Be a contributory team member in a positive/productive manner 1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties 1 2 3 4 5

*Comments or examples:

B. Bookkeeping Duties:

1. *Sets up and maintains the accounting system in accordance with Federal and State Regulations to track all funds 1 2 3 4 5
2. *Maintains proper documentation of all expenditures 1 2 3 4 5
3. *Does all transactions properly and in accordance with applicable regulations 1 2 3 4 5
4. *Is aware of agency's current financial situation at all times 1 2 3 4 5
5. Reports agency's financial situation to the Executive Director often and regularly 1 2 3 4 5
6. *Ensures audits are performed as required 1 2 3 4 5
7. Assist the Executive Director in answering any questions raised in audits 1 2 3 4 5
8. Prepares payroll, payroll taxes, and payroll reports 1 2 3 4 5
9. Closes books and prepares financial reports 1 2 3 4 5
10. Ensures bank statements are reconciled 1 2 3 4 5
11. *Files all required monthly and quarterly financial reports to appropriate agencies in a timely manner 1 2 3 4 5
12. *Ensures the agency has the proper and adequate insurance 1 2 3 4 5
13. Ensures that the accounts payable and accounts receivable are entered on the computer accurately 1 2 3 4 5

*Comments or examples:

C. Supervisory Skills and Duties:

1. Provides training to staff so that they can adequately complete their tasks and increase their skills 1 2 3 4 5
2. *Sets aside sufficient time to meet and plan with staff 1 2 3 4 5
3. Helps staff become more proficient by:
 - a. Patiently answering questions 1 2 3 4 5
 - b. Giving needed direction pleasantly 1 2 3 4 5

- c. Recognizing accomplishments..... 1 2 3 4 5
 - d. Evaluating staff often and objectively 1 2 3 4 5
 - 4. Delegates effectively and appropriately 1 2 3 4 5
 - 5. Elicits staff input and acts on it..... 1 2 3 4 5
 - 6. *Assures consistency of procedures and practices among staff..... 1 2 3 4 5
 - 7. Acts on staff problems quickly and appropriately..... 1 2 3 4 5
 - 8. *Ensures staff are aware of program policies and procedures 1 2 3 4 5
 - 9. Regularly informs staff of inter-agency communication deadlines, and changes in policies and procedures 1 2 3 4 5
 - 10. Assist in the interviewing and hiring process 1 2 3 4 5
 - 11. *Ensures that staff is actively engaging in work..... 1 2 3 4 5
 - 12. Promotes leadership skills in others 1 2 3 4 5
- *Comments or examples:

D. Staff Communication and Team Membership:

- 1. Shares materials and information 1 2 3 4 5
 - 2. *Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling..... 1 2 3 4 5
 - 3. *Supports team members and supervisor verbally and by attitude..... 1 2 3 4 5
 - 4. Sets aside sufficient time to meet and plan with team members 1 2 3 4 5
- *Comments or examples:

E. Work Ethics:

- 1. *Comes to work on time 1 2 3
 - 2. Notifies supervisor prior to beginning of work day when not able to come to work 1 2 3
 - 3. *Misses little time because of illness..... 1 2 3
 - 4. Willingly accepts changes in program..... 1 2 3
 - 5. Accepts and acts on constructive criticism 1 2 3
 - 6. Follows through on accepted tasks or agreements 1 2 3
- *Comments or examples:

Do you have long-term employment goals? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

Supervisor's Signature _____

Date _____

Fiscal Director's Signature _____

Date _____

Rating Scale Explanation:

1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any * task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period
- Eligible for merit increase
- Not eligible for merit increase