

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Accounting Coordinator

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Supervisor: Accounting Manager

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Perform essential accounting functions under the direct supervision of the Accounting Manager, and assist Accounting Manager as directed.

### **Essential Duties and Responsibilities**

- Enter monthly expenses, accruals, and revenue entries into general ledger.
- Assist Accounting Manager with month end account reconciliations.
- Prepare monthly invoices as required by contracts.
- Assist Accounting Manager in the development and maintenance of reporting from the HR/Payroll software.
- Maintain working knowledge of and serve as a backup to the Accounts Payable and Payroll functions.
- Maintain Capital Assets Schedule.
- Perform broad range of general accounting functions and projects as assigned by Accounting Manager.
- Perform general clerical functions.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze, and interpret procedures and government regulations in fields relevant to position.
- Ability to write business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills to compute rates, ratios and percents.
- Ability to solve practical problems in reconciling account balances and invoice variances.
- Ability to use MS Word, Excel, and accounting software systems (i.e. MAS90) with accuracy.
- Ability to operate standard office equipment such as computer, copier, calculator.

#### **Education and Experience**

*Minimum*

High School diploma or GED. Equivalent combination of education and related experience of at least five years.

*Desired*

Associate of Arts degree in Accounting, Finance, Business Administration or related field. Three or more years related experience.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

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Supervisors Signature

\_\_\_\_\_  
Date

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Supervisors Title