



Ho-Chunk Nation

Job Description



TITLE: ACCOUNTANT-HEAD START		JOB CODE: ACCF
Government - Employee	EEO: 6	PAY GRADE: 11
Non-Exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Head Start Accountant will be responsible for fiscal accountability, maintaining fiscal compliance with State and Federal grants. This individual will work directly with the Head Start Director, vendors, community partners, parents, the Treasury department, and the funding sources.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Responsible for all financial aspects of the Head Start Program.
 - A. Assist in planning, preparation and analysis of the Head Start NPD, CACFP, Federal and State Budgets for each year.
 - B. Prepare vouchers, attach proper backup documentation for the Head Start Program, and obtain appropriate signatures.
 - C. Review supply requests to ensure they are reasonable and allowable, prepare purchase requisitions and vouchers for all Center supplies.
 - D. Check to verify funds in general ledger account, ensure it is an allowable expense and code disbursement to general ledger account.
 - E. Work with Treasury Department on check processing, review accuracy before disbursement.
 - F. Maintain database of vouchers processed and logbook of vouchers and checks.
 - G. Provide budget information and reports to the Head Start Director, Center Directors and Coordinators.
 - H. Maintain data and prepare monthly financial reports for each grant to the Policy Council.
 - I. Work with Treasury to review financial status monthly and inform relevant Head Start Staff and governing bodies.
 - J. Maintain data and assist Treasury Department with quarterly financial reports to funding sources.
 - K. Maintain financial and accounting procedures in compliance with all grants, tribal finance policies and accounting procedures.
2. Maintain appropriate filing system to ensure easy access to Supervisor and audit reviews.
 - A. Maintain staff personnel filing system, hard copy, volunteer, in-kind, and staff computer tracking system.
 - B. Write and prepare reports, memos, and letters and status changes and file the documentation appropriately.
3. Attend trainings and meetings as required by Supervisor.
 - A. Travel for meetings and training may be required.
 - B. Participate in Policy Council and Health Services Advisory committee meetings.
4. Confidentiality is required at all times, and as such, must sign a confidentiality statement.
5. Must maintain regular attendance.
6. Must participate in continuous recruitment for enrollment.
7. Perform other duties as assigned by Supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Participates in developing policy and strategic plans and implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with officials, executives, regulatory authorities, outside customers and inside customers.
Freedom to Act	Subject to general input and regular review by supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have an Associate’s Degree with three (3) years’ experience working with State and Federal Head Start grants or a Bachelor’s Degree in Accounting.

ESSENTIAL:

1. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening.
2. Must have a valid driver’s license, dependable transportation and proper insurance.

EXPERIENCE:

1. Must possess an impeccable attendance record in previous positions.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Willingness to fully participate in the Head Start Program.
2. Knowledge of financial and accounting procedures, familiar with Tribal, Federal, and State policies and procedures.
3. Knowledge of grants along with grant writing skills as it applies to budgets.
4. Ability to operate computers, Microsoft Office, and finance programs.
5. Ability to relate and deal with the needs, which typify a multi-cultural environment of children and their families.
6. Must be dependable, possess initiative, be self-motivated and have the ability to maintain strict confidentiality.
7. Must be appropriate role model to children, families and staff.

WORK PLACE RESPONSIBILITY

1. Maintains fiscal compliance with funding sources.
2. Maintains a safe and healthy work place environment.
3. Maintains a neat and clean work environment.
4. Maintains strict confidentiality.
5. Promoted positive employee relations.
6. Must be able to work in a team setting.

WORKING CONDITIONS

1. The duties of this position are primarily performed in an office setting.
2. The physical demands of this position are referenced on the Physical Demands Worksheet.