



JOB DESCRIPTION

POSITION TITLE: Fiscal Coordinator

FLSA: Non-Exempt

COMPENSATION: Salary range \$18 - \$24 per hour DOE; customary benefits

HOURS OF WORK: Part time, 4-6 hours per day

REPORTS TO: Director

SUPERVISORIAL RESPONSIBILITY: Yes. May supervise one or more clerical assistants, support staff, volunteers/interns

A: POSITION SUMMARY:

Fiscal Coordinator - The Fiscal Coordinator/Life Coach focuses on fiscal/business matters and financial policies for The Sandbox and works with families to enhance their financial literacy. The Coordinator assembles and analyzes information and data and uses independent judgment in completing activities and operates under general supervision. The Coordinator performs financial and administrative duties and financial literacy training to parents. He/she would also manage daily office operations, assisting with data entry, answering client's requests for forms/information and provide general office upkeep/image maintenance.

He/she pursues funding sources and contracts as appropriate to maximize use of The Sandbox and assist more families to be self-sufficient by understanding how to budget and save. He/she may supervise one or more clerical assistants, support staff, volunteers/interns and may relieve teaching staff in the classroom for breaks. He/she provides administrative support to the Director and the Raise & Shine Board of Directors in our mission to foster the healthy development of local children. He/she implements special projects for the agency, including representing The Sandbox and the Board with community partners, and performs related duties as required.

B: RESPONSIBILITIES AND DUTIES:

Fiscal Responsibilities:

- Maintaining a bookkeeping or an accounting system;
- Preparing and monitoring the annual budget;
- Operating the center within budget, including both center and food operations;
- Negotiating contracts with third parties;
- Counseling parents/guardians on payments and paperwork,
- Training parents on money management;

- Processing and monitoring daily and monthly bookkeeping transactions such as accounts receivable and payable;
- Preparing and posting monthly closing journal entries;
- Preparing monthly reports to the Board, CEO and Director on the status of budget and a year-end budget analysis;
- Collecting and depositing enrollment fees and tuition;
- Handling and reconciling petty cash;
- Purchasing equipment and supplies.

Center Operations:

- Working cooperatively with the Director and the staff for smooth center operation. This includes assisting teaching staff, families, and volunteers with daily operations and projects;
- Greeting visitors and parents;
- Answering phones; paging staff;
- Maintaining proper logs; typing, filing, copying, as needed;
- Handling basic intake functions in the Director's absence;
- Assisting with volunteer and/or staff orientation;
- Pursuing other funding sources through grant writing, fundraising, and public relations;
- Conducting other duties as assigned.

C: EMPLOYMENT STANDARDS

Qualifications:

- The ideal candidate will exhibit the following strengths: communication, empathy, entrepreneurship, focus and responsibility.
- Maintains a positive, professional attitude, even under pressure;
- Experience in a professional office environment. At least intermediate knowledge of Word and Excel, QuickBooks, and the Internet. Familiarity with Access, Publisher, and PowerPoint;
- Ability to relate positively to young children, parents and staff;
- Strong organizational and prioritization skills;
- Works well in a team.

Education and Experience:

- Any combination of education and experience that would provide the knowledge and abilities to successfully complete job responsibilities. A typical way to obtain the knowledge and abilities would be to have obtained a Bachelor's degree in liberal studies, human services, business administration or related field of study and/or 2+ years' work experience in, workforce development, human services, charitable giving or grants management.

Work Conditions:

Environment:

- Office in a Child Care Center requiring concentration in a noisy/busy environment;

- Driving a vehicle to conduct work as assigned by the position.
- Drug/Substance abuse free environment, including all alcohol, cigarettes, marijuana or other drugs.

Physical Abilities:

- Seeing to read a variety of materials;
- Hearing and speaking to exchange information;
- Speaking so that others may understand at normal levels and on the telephone;
- Dexterity of hand and fingers to operate a computer keyboard and other equipment;
- Sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reach overhead, pushing, pulling and moving, lifting and or carrying up to 40 lbs. to waist height.

Pre-Employment Requirements:

- Must pass Criminal Background Live Scan prior to employment and report any criminal conviction thereafter within 48 hours.
- Must successfully complete pre-employment physical and obtain T.B. clearance prior to employment and every 4 years thereafter.
- Must have a valid driver's license, verifiable good driving record and access to a vehicle with insurance that names the employee as the driver.

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Date

Printed Name

I certify that this job description is an accurate description of the responsibilities assigned to this position.

Supervisor's Signature

Date

Supervisor's Title