



JOB DESCRIPTION

JOB TITLE: PROGRAM ACCOUNTANT – HEAD START
DIVISION: FINANCE
WORK CENTER: 411 W. MADISON STREET, MAYWOOD, IL 60153
ORGANIZATIONAL RELATIONSHIPS: Reports directly to the Chief Financial Officer

SUMMARY OF

PRIMARY FUNCTIONS: The Program Accountant is responsible for the timely and accurate submission of the program billings, in-kind reports, and other reports required by the funders. In addition, the Program Accountant prepares the reconciliation of the associated revenue and receivables accounts in the general ledger for the month-end closing. The Accountant acts as the primary contact with the child care partners in the EHS CCP program. The Accountant acts as a fiscal representative of the programs for the agency to various funders and auditors. Assists, as needed, to provide a variety of tasks to maintain and enhance the operation of the programs. May perform other duties as assigned.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Daily – Review expenditure requests to ensure they comply with procurement requirements. Aggregate requests for periodic cash draws.
- Weekly – Update applicable cash draw and in-kind schedules. Transmit information to appropriate parties.
- Monthly – Review and approval all program invoices and submit to funders. Review actual-to-budget expenditures with program and fiscal management. Prepare all required internal financial reports for Parent Policy council and the Board of Directors. Review and approve all in-kind reports.
- As needed – Assist with funder audits and other requirements as they arise on a daily, weekly, monthly, quarterly, or annual basis.

QUALIFICATIONS:

- Preferred: B.S. in Accounting with three (3) or more years' Head Start experience.
- Minimum: B.S. in Business with college-level accounting, three (3) plus years of accounting-related work experience.
- Analytical and problem-solving skills; possesses a solid understanding of accounting principles and practices.



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- Possesses sound judgment, leadership skills, and professionalism.
- Self-starter, detail-oriented, and well-organized.
- Computer literate with a proficiency in MS Office and General Ledger Packages, preferably Blackbaud Financial Edge.
- Possesses excellent communication skills.
- Ability to work under pressure, meet deadlines, and is responsive to changes in deadlines and assignments.
- Accountable for maintaining daily work schedules, ethical standards, and confidentiality of information contained in company business records and systems.

**NECESSARY SPECIAL
QUALIFICATIONS:**

- Requires a post-offer criminal back ground check, reference check, drug test.
- Must be able to perform efficiently the essential functions of this position which may include the abilities to; bend, stoop, hear, see, reach, stand, lift, sit and repetitive motion.

WORK SCHEDULE:

- Full-time, Regular, Exempt

CONTACT:

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