



## Finance Specialist (#1512)

<b>Program:</b>	Child, Youth & Family Services & Finance Dept.	<b>Reports To:</b>	Chief Financial Officer/Senior Accountant
<b>Job Location:</b>	US-CA-San Luis Obispo	<b>Shift:</b>	M-F, 8:00am - 5:00pm
<b>Salary Range:</b>	\$13.44 - \$18.77/hr.	<b>Type:</b>	Regular, FT, 40hrs/wk.
<b>FLSA Status:</b>	Non-Exempt	<b>Benefits:</b>	Yes
<b># of Openings:</b>	1	<b>Bilingual:</b>	N/A
<b>Closing Date:</b>	1/24/12	<b>Biliterate:</b>	N/A

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### More information about this job:

#### Job Description:

#### Position Summary:

Under general direction, provides fiscal and administrative support to the Head Start, Early Head Start and Migrant & Seasonal Head Start Programs.

#### Responsibilities & Duties:

1. Tracks program expenditures, reviews monthly financial statements in conjunction with Program Director. Investigates and resolves disparities, and submits corrections and coding errors to finance department. Assists in the preparation of expenditure reports for staff and the Parent Policy Council (when applicable) as needed. Distributes copies of Financial Statements and account information to Directors and/or other program staff as required.
2. Reviews, edits and computes CYFS, Head Start, Migrant & Seasonal Head Start In-Kind reporting monthly. Tabulates In-kind sheets, and allocates In-kind to by category and location.
3. Assists in the compilation of the fiscal budgets for the Head Start, Early Head Start, State and Migrant & Seasonal Programs. Also responsible for updating (changes to salary, work hours, benefit eligibility, etc.) approved budget ETC worksheet through the year and notifying Finance Department of changes.
4. Responsible for completing and routing to Finance Department a "Center Activity" form for each site, to ensure that all services, utilities, insurance requirements, and capital equipment transfers are furnished to new centers and terminated when a center is closed. (Open/Close Form).
5. Assists Program Director/Staff in preparing purchase requisitions for items requiring purchase order approval. Submits to Purchasing and distributes Purchase Orders.
6. Processes provider payments and garnishments for Family Child Care Providers.
7. Reviews the preparation of the monthly attendance and earnings reports, reports figures to the Finance and Program Departments.
8. Composes fiscal correspondence and assists in the preparation of the budget narratives, proposals and grant submissions.
9. Responsible for the accurate vouching of invoices, obtaining program approvals and the timely submission to Finance Department for payment.
10. Attends department staff meetings and planning sessions as requested by supervisor.
11. Is accountable for meeting all deadlines related to the responsibilities detailed in this job description.
12. Cross-trains with other Finance Specialists in the department to enable all work to be completed on schedule in peak periods and at times when staff are out of the office on vacation, sick or other leave.
13. Performs other duties as assigned.

#### Minimum Education and Experience Requirements

1. AA/AS Degree and at least 3 years related work experience or an equivalent combination of education and experience which will provide for at least 5 years of administrative/financial experience.
2. Must be proficient with the use of a computer and able to work in MS Excel and Word software; create spreadsheets and formulas as well as databases as needed for the program's fiscal support.
3. Must be able to type 45 wpm and accurate 10 key by touch.

#### Other Requirements:

1. Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
2. Must have basic bookkeeping and math skills, also ability to read financial statements desirable.
3. Must be able to handle confidential information.
4. Must have the ability to prepare and present concise, accurate and effective oral and written reports.
5. Must have the ability to develop and maintain effective work relationships with other employees and representatives of private and public agencies.
6. Must have the ability to work under pressure of many deadlines and difficult situations.
7. Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to assure at all times maximum safety to one's self, fellow employees, clients and children.
8. Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. A criminal history clearance is required within seven days of completing the Live Scan.
9. Employment in Head Start, Early Head Start and Migrant & Seasonal Head Start Programs is contingent upon approval of the Policy Council.

**Physical and Environmental Requirements:**

Position requires intermittent standing, sitting, walking, twisting and bending. Must be able to lift up to 30 pounds. Simple grasping and hand manipulation required as well as reaching above and below shoulder level. Requires working indoors in temperature-controlled environment with some exposure to copier and printer chemicals/fumes.

Tools and Equipment Used: Computer, word processing and spread sheet software, calculator, various office machines.

**Applicant Information:**

**Application Process:** Please visit our website and apply online at [www.capslo.org/employment](http://www.capslo.org/employment). A completed CAPSLO application must be submitted no later than 5:00 p.m. on the recruitment closing date. For questions regarding the application process or open positions, contact the HR Department at (805) 544-4355.

**Selection Process:** All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

**Employment Requirements:** All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

**Internal Recruitments:** Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Regular, seasonal and limited term employees may apply for transfer positions. Internal transfers (positions in the same or lower salary grade) require three months successful employment in current position; Regular and seasonal employees may apply for promotional positions. Internal promotions (positions in a higher salary grade) require six months of successful employment in current position.

**Benefits:** Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

**EOE/ V/ ADA/ Drug Free Workplace/ Asset Infused Organization**

Community Action Partnership of San Luis Obispo County is a nonprofit agency that focuses on helping people and changing lives through serving nearly 40,000 persons across Central and Southern California. Community Action Partnership is committed to eliminating poverty by empowering individuals and families to achieve economic self-sufficiency and self-determination through a comprehensive array of community-based programs.



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