

NORTHEAST SOUTH DAKOTA HEAD START PROGRAM

Position Result Description: Head Start Business Manager

Education and Experience: The Business Manager must be a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

Qualifications:

1. The Business Manager is to demonstrate administrative knowledge and competence in record keeping, accounting, and budgeting.
2. The Business Manager is to have effective planning and organizational skills in addition to effective written and oral communication skills.
3. The Business Manager is to have current knowledge and understanding of computer software and hardware technology.
4. The Business Manager must be able to work with other Head Start employees, the Policy Council, the Grantee Board, Community Leaders, and Volunteers.
5. The Business Manager shall show evidence of maturity and poise, and demonstrate interest and concern for the philosophy and concept of the Head Start program.

Physical Requirements:

1. The Business Manager must be able to sit for extended periods of time.
2. The Business Manager must be able to pass an initial employment physical examination and provide a doctor's statement of verification.

Work Schedule: The Business Manager is expected to work as per contract in accordance with the annual calendar. In addition, the Business Manager will attend monthly scheduled board meetings on the second (2nd) Tuesday of each month in the evenings.

Supervision: The Business Manager is accountable to the Executive Director.

Evaluation: The Business Manager's performance will be evaluated by the Executive Director after completing a 130 working day probationary period, then once per year thereafter.

Salary Range\Increment: The starting salary for this position ranges is \$18.71 per hour. The Business Manager shall be eligible for salary increases in accordance with the policies and approved salary schedule. A salary increment shall be based upon the following criteria:

1. Evaluation Results
2. Continuing Education
3. Work Experience
4. Funding Level

Children will always come first, in this Head Start Program, above all defined duties, perceived responsibilities, and or personal priorities!

Position Objectives:

1. To maintain a complete set of financial books and records that conform to standard accounting principles and ensure that all statutory, regulatory, or other financial requirements are met.
2. To ensure that financial standards and procedures are complying with Head Start Performance Standards and grant conditions are applied.
3. Maintain up to date accounts payable records and files, insurance policies, and property inventory in accordance with agency's policies and procedures.
4. To monitor agency's expenditures by controlling and issuing purchase orders while enforcing procurement policy procedures.

Key Result Area #1: Fiscal Responsibility/Planning/Reporting

Objective: To insure that the financing of the program is always in place by closely monitoring budget expenditures. To prepare and deliver all financial reports to the Governing Board, Policy Council, Executive Director and related parties in a responsible and prudent manner.

This key result area will have been achieved when the following standards have been met and or exceeded.

Performance Standards:

1. To insure on a daily basis that all incomes and expenses of the Program are accurate, current, and accounted for.
2. Prepare monthly report on "Expenditures Compared to Budget" and inform the Executive Director if there is a problem developing in a line item account.
3. Assist the Executive Director in budget preparation and grant application each year.
4. Prepare and submit a computer generated Monthly Financial Report, including a detailed representation of payroll and accounts payable for the Executive Director, and Board of Directors to be reviewed on the 2nd Tuesday of each month.

5. Prepare and submit preliminary information to auditors needed to complete the Non-Profit Income Tax Return Form 990 on an annual basis. Insure that the Form 990 is submitted to the Executive Director and Board of Directors for review prior to filing and verify that return is filed with the Internal Revenue Service prior to the March 15th deadline each year.
6. Prepare and submit Financial Status Report Form 269 three (3) times per fiscal year to Denver Regional Office by January 31st, May 31st, and Nov 30th for primary grant. Also prepare 269 for any additional grants (such as ARRA) to coincide with grant award dates.
7. Prepare and submit Payment Management System Form SF-425 to the Dept. of Health & Human Services in Maryland on a quarterly basis.
8. Prepare request for funds from funding source via Smart Link program on as needed basis (requests should be transmitted at least 24 hours prior to needing funds in bank).
9. Attend monthly Board and Policy Council meetings on the 2nd Tuesday of each month to report agency's financial status while being prepared to answer any questions or concerns.
10. Assist the independent auditor as necessary for the annual program audit. Also assist in the resolutions of audit exceptions and implement's recommendations.

Key Result Area #2: Payroll

Objective: To insure that payroll is posted to general ledger accurately, deductions for employees are accurate and up to date, payroll reports are completed and filed in a timely manner, payroll taxes are paid on time, and quarterly payroll reports are being submitted by due date.

This key result area will have been achieved when the following standards have been met and or exceeded.

Performance Standards:

1. The Business Manager will review payroll calculations and reports provided by the Human Resource Manger for accuracy and smartlink funds needed for net payroll, 941 tax deposits on a bi-weekly basis, and unemployment taxes on a quarterly basis.
2. The Business Manager will utilize payroll reports to manually post payroll in Southwares general ledger on a bi-weekly basis.

3. The Business Manager will compute and print payroll payment schedules for all contract employees.
4. The Business Manager will calculate and maintain payroll deductions for all employees in the payroll database on an as needed basis.
5. The Business Manager will review quarterly SD Unemployment Insurance Reports and 941 tax reports which are being prepared by Wells Fargo Payroll Services for accuracy and insure that reports are being filed on time.
6. The Business Manager will forward any tax updates received to Wells Fargo Payroll/Tax Services in a timely fashion.
7. The Business Manager will maintain a copy of W-2 and W-3 forms which are being prepared by Wells Fargo Payroll Services and insure that forms are being submitted by deadline.
8. The Business Manager will print and retain a copy of employee's quarterly earnings, fiscal year earnings, and calendar year earnings.

Key Result Area #3: Purchase Orders

Objective: To monitor and control agency's expenditures so that budget line items are not overspent in accordance with grant award and to determine the reasonableness, allocability, and allowability of cost prior to obligating federal funds.

This key result area will have been achieved when the following standards have been met and or exceeded.

1. The Business Manager will issue a purchase order number for all purchases made by the agency (with the exception of routine oil changes).
2. The Business Manager will verify charges on invoices by matching up Purchase orders with invoices as they are received.
3. The Business Manager will insure that all purchasing transactions are in compliance with the agency's Procurement Policies and Procedures.

Key Result Area #4: Accounts Payable

Objective: The Business Manager will pay all invoices and accounts payable in an accurate and timely manner, in order to maintain a professional image of the Head Start Program.

This key result area will have been achieved when the following standards have been met and or exceeded.

Performance Standards:

1. The Business Manager will provide invoices and documentation to the Director confirming that 100% of all supplies are justified on a bi-weekly basis.
2. The Business Manager will complete a voucher for every invoice received and code expenses according to budget line items on a weekly basis.
3. The Business Manager will process Mileage and Miscellaneous Expense forms by verifying math, completing a voucher, and coding same.
4. The Business Manager will process vouchers for all rents, and space cost on a monthly basis.
5. The Business Manager will process travel expense statements and calculate per diem according to agency's adopted meal and room rates.
6. The Business Manager will print checks for all Accounts Payable processed and approved by the Executive Director on a bi-weekly basis.
7. The Business Manager will maintain vendor information and produce IRS forms 1099 and 1096 on an annual basis.

Key Result Area #5: Administrative

Objective: To effectively administer the financial functions of this position.

This key result area will have been achieved when the following standards have been met and or exceeded.

Performance Standards:

1. The Business Manager will insure that all insurance policies are in force and notify companies or agencies of any pertinent changes in the program's operation or activities.
2. The Business Manager will assist the Human Resource Manger in handling details related to the administration of the employee health, retirement, and other plans that require payroll deductions.
3. The Business Manager will maintain and review agency property inventory records.
4. The Business Manager will oversee and participate in the program's annual fiscal self-assessment.

5. The Business Manager will maintain all financial files in the office on a daily basis, for a total of seven years.
6. The Business Manager will reconcile the bank statement each month Within five (5) days of receiving the statement.
7. The Business Manager will review and revise all fiscal policies and procedures on as needed basis.
8. The Business Manager will attend staff meetings as instructed by Director.

Key Result Area #6: Self Improvement

Objective: To be an asset to the organization, continually improving in leadership responsibilities, presentation skills, and attitude. To aspire and work for balance in all aspects of life ----- physical, mental, and spiritual.

This key result area will have been achieved when the following standards have been met and or exceeded.

Performance Standards:

1. The Business Manager will keep abreast of all national, regional, and state financial policy requirements and brief the appropriate staff members of any changes on an as needed basis.
2. The Business Manager will read all program related directives, standards, plans, and strategies a minimum of once per year.
3. The Business Manager will attend all monthly In-Service training sessions and any other training pertinent to this position as requested by the Director.
4. The Business Manager will maintain current, required education credentials and submit a copy to the main office to be kept in employee file.
5. The Business Manager will participate in the annual performance appraisal review of this position with a healthy and productive attitude.

***This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.**