

Job Opening for Fiscal Manager

Opening for Fiscal Manager at Alexander County Partnership for Children. Qualifications include: Associate's or Bachelor's degree in business or related field preferred; Knowledge of the early childhood field preferred; Ability to work independently; Strong organizational skills; Professional interpersonal skills; Basic bookkeeping and math skills; Excellent word processing, desktop publishing, and administrative skills; Excellent written and verbal communication skills.

General Duties: The Fiscal Manager provides assistance to the Executive Director in the operation of the Alexander County Partnership for Children (ACPC) including maintaining and monitoring all fiscal aspects of ACPC contracts and coordination of the fiscal responsibilities of the Partnership. Responsibilities also include administrative duties relating to Smart Start, Division of Child Development and Early Education and other grant sources. This position is also responsible for coordination and management of ACPC's child safety seat project. The Fiscal Manager also assists with Program and other projects as established by the Executive Director. All members of the ACPC staff participate in segregation of duties, as described in the partnership policies and procedures. In addition, ACPC staff members serve as child passenger safety technicians.

Submit cover letter and resume to Alexander County Partnership for Children, PO Box 1661, Taylorsville, NC 28681 or to paula@alexanderchildren.org by December 19, 2025.

Please click the link below to view the full job description.

<https://alexanderchildren.org/assets/pdf/Fiscal%20Manager%20Job%20Desc%202025%20-%20to%20post.pdf>