Alexander County Partnership for Children
Job Description

FISCAL MANAGER

Qualifications:

- 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.

Specific Responsibilities:

1. Completes all required financial reporting to funding sources, such as Smart Start, Division of Child Development and Early Education, NC Pre-K and others.
2. Ensures proper documentation of all In-Kind support to the Partnership and completes all related documentation to funding sources.
3. Prepares all accounts payable receivable information and assist with payroll information
4. Serves as primary Partnership contact for the MAC Site and with the Accountant.
5. Completes all necessary financial reporting for the Board of Directors.
6. Maintains professional and service contracts for the Partnership.
7. Orders all office supplies and equipment, and maintains inventory of supplies.
8. Serves at NC Pre-K Fiscal Administrator and assist with NC Pre-K program coordination.
9. Assists the Executive Director with the administration of the Partnership as directed.
10. Serves in leadership capacity in the absence of the Executive Director.
11. Performs other duties as assigned by the Executive Director.
12. Coordinating meetings of the Partnership, including logistics, meals, etc.
13. Coordinating the Partnership's child safety seat project, maintaining required documentation and inventory of seats, as well as serving as a child safety seat technician, and treasurer for Safe Kids.
14. Assisting in the coordination of child care oriented events for ACPC such as Provider Appreciation, Week of the Young Child, and Early Childhood Educator's Banquet,

including maintaining documentation for the Community Awareness and Education Activity.
15. Assisting in the registration for all child care trainings offered through ACPC and maintaining required documentation.

In conjunction with the contracted Program Coordinator, assists with Program Coordination of all activities including but not limited to:

16. Providing necessary technical assistance to Direct Service Providers.
17. Reviewing and ensuring accuracy of documentation and reports submitted by Direct Service Providers and other funding recipients.
18. Coordinating the fiscal monitoring of all Direct Service Providers.
19.

Physical Requirements:

1. Must be able to perform the physical life functions of seeing, talking, hearing and repetitive motions.
2. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
3. Must possess visual acuity to prepare and analyze data and figures for extensive reading of materials and to complete forms and generate correspondence.

Classification: Non-Exempt

This job description has been reviewed on _____ and found to be accurate and inclusive of the duties performed.

Signature:_____
Fiscal Manager

Signature:_____
Executive Director