



**Foundation for Early Childhood Education, Inc.**  
**EARLY HEAD START/ HEAD START / STATE PRE-SCHOOL**  
*Excellence in Early Childhood Education and Human Services*

3450 East Sierra Madre Boulevard \* Pasadena, CA 91107 \* Tel: (626) 572-5107 \* Fax: (626) 572-7663

**RE-POST**

**Employment Opportunity**

**Posted Date: August 9, 2021**  
**Deadline Date: Open Until Filled**

**Position Title: Purchasing Clerk-Accountant Clerk II\***  
**Reports To: Fiscal Officer**  
**Department: Accounting/Fiscal**  
**Employment Status: Non-Exempt (30 Hours Per Week) & Full Year Position**  
**Compensation Range: \$17.35-\$23.80 Hourly Rate PLUS Benefits**

**Employee Benefits: Aflac, Dental, Life, Medical, Vision, and 401k Retirement Plan**  
**401k Retirement Plan (8.5% Employer Contribution) & additional voluntary contribution by the employee**

- 13 Paid Holidays
- 21 Days of Paid Vacation: Accrue at the rate of 14 hours per month worked, (1 year of employment = 168 hours)
- 14 Paid Sick leave, includes 3 days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment= 114)

**Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.**  
**Main Office: 3450 East Sierra Madre Boulevard Pasadena, California 91107**

**I. PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.

**II. SUMMARY OF DUTIES**

Under general supervision, performs varied professional accounting related assignments in preparation and analysis of financial and accounting statements, the coordination of data required for internal and external audits, statutory and program reports, and the completion of specialized accounting analysis. The incumbent will verify that the ACF Performance Standards and Agreement for Delegations of Operations of Head Start Programs with the Grantee are aligned with Federal, Local, State, and program policies and procedures. Must prepare and maintain financial and statistical records of accounts payable, accounts receivable, purchasing support, and data entry, and performs related duties as assigned.

**Job Duties**

- Analyzes and reports upon the sources of variance in revenues and expenditures
- Assist with program proposals and budget preparations while creating procurement summaries to the Director or assigned Administrator
- Ensure that goods and services are received prior to processing receiving reports while maintaining files for all purchases, and including to Agency inventory if applicable
- Ensure that all procurement transitions are advertised and negotiated in an appropriate manner providing an open and free competition
- Maintain a control system that ensures adequate safeguards to prevent loss, damage, theft, of non-expendable equipment shall be investigated and fully documented in the system
- May assist with physical inventory of equipment and verify the inventory with equipment record
- Monitor contractor compliance with terms, conditions, and specifications, of the contract or the order to assure adequate and timely follow-ups of all purchases
- Monitor contractor compliance with Davis-Bacon Act requirements
- Prepares Request For Proposals (RFP's) for solicitation of bids for projects and services
- Prepares monthly, quarterly, annual statutory, and program reports
- Prepares cash flow statements to depict organization's position
- Provides guidance to management and departmental representatives given questions or problems
- Provide and ensures the Agency has adequate insurance coverage to protect the Agency against losses throughout the funding period
- Researches and provides accounting and analyses for management
- Responsible for maintaining and submitting a written procurement system including applicable policies, regulations, and procedures developed by the Agency providing that procurements are made in accordance with the mandated regulations
- Updates Chart of Accounts to reconcile actual charges to accounting system

**III. QUALIFICATIONS, EXPERIENCE & SKILLS**

**Education:** High School Diploma or GED equivalent

- 12 units in accounting coursework and related vocational training is highly desirable

**Experience:** Two years' of general professional accounting and budgeting experience is required in the following areas: accounts payable, accounts receivable, procurement, and inventory.

**Knowledge and Skills:**

- Applicable Administration Policies and Code of Federal Regulations (CFR) applicable to procurement and equipment management
- Analyze various financial reports, contracts, and community needs assessment
- Develop, monitor, and negotiate service contracts with external vendors, professional, and technical staff
- Knowledge and proficiency with technology, including computer software applications such as: Virtual Conference Meeting platforms, Microsoft Office, Windows, and the Internet
- Implementation of comprehensive procurement and inventory system program(s)
- Principles, practice, methods, and effective administration techniques applicable to budgeting, equipment management, procurement, purchasing and contract administration in accordance with Federal, Local, State, and Head Start Regulations.

**Licenses/Permits/Certifications:**

- Automobile, Insurance and Valid Driver's License

**IV. SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

**Eligibility to Work:** All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

**Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

**Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Central Index (CACI), prior to starting work.

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

**\*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

**V. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

**VI. APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at [www.foundationheadstart.org](http://www.foundationheadstart.org)

Interested candidates must forward the following documentation packet to the main office – enclosed Human Resources Department or submit via email: [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org)

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary

***Please Note: Application and all required documents can be mailed, or submitted to [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org) by the due date listed in this job posting.***