Foundation for Early Childhood Education, Inc.
A NON-PROFIT ORGANIZATION
HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS
Excellence in Early Childhood Education and Human Services
3360 Flair Drive, Suite 100 • El Monte, CA 91731 • Tel: (626) 572-5107 • Fax: (626) 572-7663

POST

Employment Opportunity

Posted Date: 06/07/2017
Deadline Date: 06/21/2017

Position Title: **Accountant I**
Reports To: **Fiscal Officer**
Department: **Fiscal**
Employment Status: **Exempt**
Compensation: **$3,852 – 4,047. Monthly**

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

I. PROGRAM SUMMARY:

Under general supervision, performs varied professional accounting work related to the preparation and analysis of financial and accounting statements, the coordination of data required for internal and external audits and statutory and program reports, and the completion of specialized accounting analyses. Assists in the preparation of annual financial plans and budgets; monitors monthly for submission to the Grantee. Maintains posts, reconciles and files cash receipts and disbursements ledger, payroll journals, bank reconciliation, monthly financial files. This position is Responsible for oversight of the procurement system, including policies, regulations and procedures developed by the Agency, and Payroll.
Other duties as assigned.

II. SUMMARY OF DUTIES

- Prepares monthly, quarterly, and annual statutory and program reports.
- Analyses and reports upon the sources of variance in revenues and expenditures
- Prepares monthly cash flow statements to depict organizations' financial position.
- Maintains, posts and reconciles cash receipts and disbursements ledger, payroll journals, bank reconciliation and monthly financial files.
- Prepares monthly invoice for food program.
- Prepares Payroll
- Provides general accounting support for the Fiscal Officer.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field is required.

Experience: Two years of general professional accounting and budgeting experience is required.

Skills: Effective management and administrative technique regarding planning, budgeting, reporting and internal monitoring.
Ability to implement and monitor procurement and equipment management.
Establish and maintain effective working relationship with a variety of individual groups.

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. * Additionally must provide 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 the Child Abuse Index 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 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 site; 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 obtain an employment application from Human Resources Department located at 3360 Flair Dr, Ste 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

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