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

Employment Opportunity

Posted Date: October 5, 2016
Deadline Date: October 21, 2016

Position Title: **ACCOUNTING TECHNICIAN/BOOKKEEPER**
Reports To: **Fiscal Officer**
Department: **Fiscal**
Employment Status: **NON-EXEMPT**
Compensation Range: $3,084. - $4,358

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

I. PROGRAM SUMMARY

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

II. SUMMARY OF DUTIES

Prepares a variety of financial related reports for Federal and State requirements; prepares Federal and State claim forms and schedules for reimbursement purposes; compiles worksheets and tables used for year-end reports. Participates in compiling and analyzing bid packages with professional or managerial guidance. Prepares and updates payroll withholding schedules and assists in the filing of quarterly and annual payroll reports. Audits and reviews timesheets for 150+ employees manually. Process payroll for 150+ using ADP PayeXpert (WFN v2), Ensures that terminations and new hires are processed in a timely manner, along with Human Resources. Process all Pension payments online using Transamerica system. Audit and Process Loan payments and track deductions through ADP and Transamerica. Process and reconcile garnishments through ADP. Audit and track all benefit accruals thru ADP Reports. Process and reconcile Union Dues and Health Insurance Billing. Assist with Annual Audits for various types of funding. Special projects as needed with Fiscal Officer and Director.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: High School Diploma; Educational coursework or vocational training in bookkeeping, the principles of accounting, and/or payroll and billing practices highly desirable.
Experience: Three years of experience in clerical and technical accounting functions is required; involving the preparation and updating of subsidiary accounting, bookkeeping, technical and payroll (ADP PayeXpert) and purchasing records, and/or budgeting worksheets, tables, and performance report data.
Skills: Ability to multi-task and exercise strong time management. Computer skills must include Excel and Word. Ability to communicate effectively with staff.

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 and 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 by Mail or In Person – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Letters of Recommendation
5. And any other pertinent documentation as deemed necessary