



HEAD START OF YAMHILL COUNTY
1006 NE 3RD STREET (SUITE A), McMINNVILLE, OR 97128
JOB DESCRIPTION

Revision Date: 05/30/2017	Position Number: HSYC 12-06-Acct. Spec	FLSA Status: Non-Exempt
Position Title: Accounting / Payroll Specialist	Pay / Category: \$17.60 F/T with benefits	
Reports to [Job Title & Division/Department]: CFO & Executive Director None	Positions Supervised:	

GENERAL DESCRIPTION:

Under general supervision, provide accounting and payroll tasks/projects, bookkeeping and clerical functions to ensure accurate and timely financial transactions for Head Start of Yamhill County’s finance department. Provide support to CFO.

ESSENTIAL JOB DUTIES:

1. Process payroll, maintain payroll system (ADP Workforce Now) and ensure timeliness and accuracy.
2. Utilize Abila software for Accounts Payable functions.
3. Act in the capacity of the Fiscal Bookkeeper.
4. Prepare monthly recurring journal entries and reconciliations. .
5. Prepare and create weekly checks and direct deposits (vendors, staff expenses, etc.).
6. Bank deposits.
7. Process weekly check run, including ACH payments.
8. Maintain accounting records for HSYC in accordance with contracts, grants, the HSYC Fiscal Policies and Procedures and generally accepted accounting principles.
9. Provide support to the CFO, as needed.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. Formal college level training/education in accounting/bookkeeping or a minimum of 5 years of equivalent job experience.
2. Experience with fund accounting, required.

3. Previous experience working with ADP Payroll Processing & Abila software, preferred.
2. Two years experience with computerized general ledger and nonprofit accounting or equivalent.

MINIMUM QUALIFICATIONS:

1. Solid math skills and attention to detail, ability to work accurately with numbers and follow instructions to complete tasks in a timely manner.
2. Thorough understanding of general accounting and support functions and procedures and understanding of accepted accounting practice and theory.
3. Excel spreadsheets/workbooks (creation, formatting and formulas).
3. Ability to work well in a team environment and individually to accomplish work assignments with minimal supervision and within defined timelines.
4. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics.
5. Ability to maintain accurate records / computer literate.
6. Ability to maintain confidentiality and exercise sound judgement concerning privileged information.
7. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
8. Reliable transportation.

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with co-workers and vendors.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write with proficiency in the English language.
4. Bilingual/ Bi-literate English/Spanish is preferred.
5. Well-defined organizational and telephone communication skills, along with excellent written and verbal communication skills.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively.
7. Ability to participate in effective conflict resolution practices.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

OTHER JOB DUTIES:

1. Assist in the preparation of the agency budget, as required.
2. Participate in a minimum of 15 clock hours of professional development, per year.
3. Participate in agency trainings, as scheduled.
4. Perform other duties as assigned.

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. Additional requirements include:

1. Ability to lift, carry and move objects up to 40 pounds with assistance; bend, stoop; crawl.
2. Ability to sit for long periods of time.
3. Ability to using hands and fingers for typing, etc. (daily).

MENTAL DEMANDS:

This position requires:

1. Mental alertness.

2. The ability to anticipate possible crisis situations and deal with them effectively.
3. The ability to use good judgment.
4. The ability to handle stress and be flexible.

WORK ENVIRONMENT:

The work environment characteristics 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 this job, an employee will encounter:

1. Driving in all conditions.
2. Working in an indoor office environment.
3. Work within a team environment.

CONFIDENTIALITY:

This position respects the confidentiality of information about Head Start's enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.