

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-220 **Issue Date:** 08-01-18 **Closing Date:** 08-15-18

Fiscal Manager
Head Start
Department of Human Services
Hourly Wage: \$18.58/Regular/Full-Time
Location: Wapato, WA

The Fiscal Manager oversees and directs the accounting, auditing, reporting, and budgeting for the Head Start and Early Childhood Intervention Program. Assists in effective fiscal planning and management of the programs according to established standards. The position implements accounting and financial systems to meet compliance requirement and serves as financial advisor to program staff in fiscal aspects of the program. Provides training and technical assistance in all areas of Head Start financial management including determining problem areas, assisting in compliance with standards, reviewing administration and/or governance compliance, and making recommendations for improvements.

Knowledge, Skills and Abilities:

- Knowledge of the Uniform Administrative Guidance (2 CFR Part 200 and 45 CFR Parts 75).
- Knowledge of OMB Circular A-133 (2 CFR Part 200, Appendix XI), grant compliance statements, with specific emphasis on fiscal accountability.
- Knowledge of the Fiscal Monitoring Protocol with specific emphasis on the fiscal checklist.
- Knowledge of automated financial systems and budget preparation required.
- Ability to relate fiscal information to programmatic issues.
- Ability to communicate fiscal concept and requirements to non-fiscal staff.
- Ability to understand and apply funding source standards, policies, and procedures, and requirements to program business.
- Ability to engage in active constructive participation in the program's management team.
- Ability to work with minimal supervision.
- Ability to sit for long periods, looking at numbers on paper and/or a computer screen.
- Skills in organizational leadership, including the ability to make sound decisions and delegate appropriately, work independently, prioritizing work load and meeting deadlines, and provide compliance monitoring in a proactive and supportive manner.
- Skills associated with multi-tasking and meeting deadlines.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in Accounting business, fiscal management, or a related field and two years' experience in management of federal funds OR Preferred Certified Public Accountant (CPA) or further post-baccalaureate training and two years in management of federal funds.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Ability to pass a criminal background check.
- Yakama enrolled preference.
- Must have a valid Washington State Driver's License and ability to obtain a Tribal Driver's Permit.
- Must have a Food Handler's Card or ability to obtain one within 6 months of employment.
- Must have a First Aid/CPR Card or ability to obtain one within 6 months of employment.
- Must obtain a medical/physical examination, including a TB test.
- Preference will be given to past/present Head Start parents who meet the qualifications.
- Must be able to manage confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.