**NORTHWEST MONTANA HEAD START**

**KALISPELL, MT 59901**

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| **Title** | **Bookkeeper** |
| **Supervisor** | **Director** |
| **Supervision** | **None** |
| **Wage Classification** | **Hourly (non-exempt)** |
| **Probationary Period** | **12 months** |

**Required Qualifications**

1. Two-year degree in accounting or related field or three years of accounting experience.
2. Knowledge of accounting principles, budgeting, and accounting software.
3. Knowledge and experience in budgets, accounting procedures, payroll, accounts payable, and state and federal tax reports.
4. Proficient in Microsoft Office Suite and QuickBooks Desktop.

**Preferred Qualifications**

1. Experience working with poverty programs and the families they serve.
2. Knowledge of non-profit and/or grant accounting principles, budgeting, and accounting software.
3. Experience with journal entries, fund accounting, circular training and/or grant accounting training.

**Duties and Responsibilities**

1. Prepare payroll every two weeks, create appropriate payroll reports, as well as prepare quarterly federal and state tax returns (form 941, Quarterly Unemployment reports, and annual Workers Compensation report).
2. Ensure that required fiscal and benefit documents are complete on new hires.
3. Maintain accounting of sick, personal, holiday and vacation pay for all staff. Responsible for Accounts Payable, Accounts Receivable, and Petty Cash procedures as well as the maintenance of all fiscal records including the General Ledger.
4. Verification and reconciliation of both the bank accounts and the credit card accounts.

 5. Coordinate purchasing with Director and area managers to ensure budget compliance.

 6. Work collaboratively with Fiscal Officer to provide necessary information for the annual audit and Federal Reporting.

 7. Actively participate in all required trainings and meetings scheduled.

 8. Work with managers to document the procurement requirements to comply with all federal and state regulations for purchases.

 9. With Director,assist withorientation of all new management staff on fiscal policy and procedure.

 10. Inform the Director of any accounting abnormalities or overrides for appropriate action.

 11. Other duties as assigned.

**Required of all Head Start staff**

 1. Within 30 days of employment:

* Initial health exam (re-exams are required at least every 10 years)
* MMR immunization or proof of immunization if born after 1956
* Tdap immunization or proof of immunization with the last 10 years
* TB skin test if determined at risk for TB (risk assessment conducted upon hire)

 2. Within 90 days of employment:

* Have or obtain CPR certification (infant, child and adult) and keep card current
* Have or obtain First Aid certification and keep card current

 3. Have reliable transportation and a current Montana driver’s license and liability insurance.

 4. Sign a release authorizing a criminal background check with an appropriate agency.

 5. Have no prior convictions of physical or sexual abuse of children.

 6. Report all suspected child abuse as required by Montana state law and according to Northwest Montana Head Start policy and procedure.

 7. Be flexible in working hours.

 8. Attend and actively participate in all required meetings and trainings.

 9. Actively support the goals, objectives, mission, and vision of Northwest Montana Head Start.

 10. Sign a confidentiality agreement and adhere to the agency’s confidentiality policy.

 11. By signing below, I acknowledge that I understand where to access program policies and procedures and I am responsible for adhering to them.

 12. Establish and maintain professional boundaries with parents when handling program and personal issues.

 13. Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.

 14. Promote and facilitate the parent’s role as primary educator of their children in collaboration with all other Northwest Montana Head Start staff.

 15. Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.

 16. Participate and promote a positive working relationship with all staff and Head Start families.

 17. Basic computer literacy skills.

 18. Other duties as assigned.

*Employee Signature Date*