

# Trumbull Community Action Program

## Job Description

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**Title of Position:** Head Start Bookkeeper

**Responsible To:** Head Start Director

**Employee Type:** Hourly

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### General Summary of Position:

The Head Start Bookkeeper is responsible for assisting the Head Start Director in administering the finances of TCAP's Head Start Program and assisting in ensuring compliance with TCAP Fiscal Policies and Procedures.

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### Primary Duties and Responsibilities of the Position:

- Receive and verify expense reports; reconciles expense and other financial reports with account balances and other office records.
- Facilitates payments of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Collect and analyze financial data and create summaries and reports on a scheduled basis and as requested.
- Maintain detailed files of purchases, invoices, and payment vouchers, etc. ensuring files and records are updated accurately and within the required time frame.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

### Secondary Duties and Responsibilities of the Position:

- Maintain a current and detailed understanding of TCAP Personnel Policies and TCAP Financial Procedures.
- Maintain a current understanding of the Head Start Performance Standards, especially in relation to fiscal matters.
- Provide clerical support to the Head Start Director and Head Start Management as requested.
- Immediately alert the Head Start Director of any discrepancies or policy violations within the scope of the Head Start Fiscal Clerk duties.
- Assist in the recruitment and registration of potential program participants county wide.
- Other duties as assigned by the Head Start Director in fulfillment of the goals and mission of TCAP.

### Qualifications:

- Must have a high school diploma or equivalent. At least some college courses or an associate degree in Business and Accounting or related field and related experience preferred.
- Must be able and committed to continuous strict adherence to TCAP's Confidentiality Policy and confidentiality guidelines in accordance with The Head Start Performance Standards and other pertinent regulations.

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- Must be proficient in general computer functions such as but not limited to Microsoft Office Suite.
- Must be extremely proficient in using Microsoft Excel.
- Must be extremely proficient in basic math including percentages, fractions, and decimals.
- Must have excellent verbal and written communication skills.
- Must be able to work without direct supervision, with initiative, self-discipline, and accountability.
- Must be able to remain organized and flexible.
- Must have excellent attendance.
- Must always adhere to TCAP's Standard of Conduct and TCAP Code of Ethics.
- Must be able to lift at least twenty (20) pounds.
- Must possess a valid Ohio Driver's License, show proof of insurance, reliable transportation, good driving record, and able to pass pre-employment background checks, and pre-employment and random drug screenings.

### Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefits including hospitalization and agency pension plan are also available after required waiting periods.

*I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.*

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Printed Name

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Signature

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Date