

Job Vacancy Announcement

for

Publication on the Early Childhood Project Job Board



Job Information

Job Title: Fiscal Assistant

Program Name: Central Montana Head Start

Location of Job: Lewistown, MT

Hours/week: 35 hours per week

Wage/Salary: \$16.90 to \$18.94 per hour

Job Description:

I. GENERAL SUMMARY

The Fiscal Assistant is responsible for data entry and clerical functions of the accounting department. The Fiscal Assistant must be able to function independently in performing accounts payable, payroll, tax payments and cash draw downs. The Fiscal Assistant is responsible for maintaining accurate personnel files and to participate in other human resource activities as needed. The Fiscal Assistant will assist in the responsibility of maintaining a quality program as required by performance standards.

II. ORGANIZATIONAL REQUIREMENT

- A. Participate in and carry out efforts to insure in-kind and volunteer requirements are met.
- B. Act as a liaison with community groups to help develop community-wide support.
- C. Maintain a professional standard of confidentiality, work ethic, and dress.
- D. Demonstrate a willingness to work with and advocate for children and families.
- E. Demonstrate effective public speaking and ability to facilitate group discussions and trainings.
- F. Maintain open communications with staff and families.

Job Requirements

Education:

IV. QUALIFICATIONS

- A. Education and Experience
- 1. High school diploma or GED required.
- 2. AA or BA degree in business or accounting preferred.
- 3. Two years of experience with accounts payable and payroll preferred in addition to High School.
- 4. Computer experience required with accounting programs, Microsoft Word and Excel.
- 5. Head Start experience preferred.

Experience:

IV. QUALIFICATIONS

- A. Education and Experience
- 1. High school diploma or GED required.
- 2. AA or BA degree in business or accounting preferred.
- 3. Two years of experience with accounts payable and payroll preferred in addition to High School.
- 4. Computer experience required with accounting programs, Microsoft Word and Excel.
- 5. Head Start experience preferred.

Other Requirements: _____

Application Requirements

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Go to our website at www.centralmontanaheadstart.org and apply online or if you have any questions please call Cherie at 406-535-7751 ext 1005

Application Deadline: Open until filled

Contact Name: Cherie Errecart

Contact Phone: 406-535-7751 ext 1005

Contact Email: cherie.errecart@cmheadstart.org

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**