

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Head Start Fiscal officer

Employer/ Agency: Northern AZ Council of Governments (NACOG)

Job Description:

The Head Start Fiscal Officer is responsible for overseeing the Head Start Division's accounting, purchasing, and property control functions. The Fiscal Officer ensures the Division is in compliance with all fiscal federal and state regulations and Head Start grant requirements. The F.O. supervises the Head Start fiscal staff. The F.O. assists in the annual Agency compliance audit and perform periodic internal Division audits and develops, implements, and maintains Head Start budgets in conjunction with Head Start and Agency management.

The Northern Arizona Council of Governments (NACOG) Head Start Division operates 26 centers throughout northern AZ with a budget of \$15m. The position is located in Flagstaff, AZ. NACOG is celebrating its 40th year of providing a variety of services to Apache, Coconino, Navajo, and Yavapai counties in northern Arizona. Supervise the Head Start fiscal staff

Qualifications:

Bachelor's degree (B. A.) from four-year college or university and five to eight years related professional experience and/or training in governmental fund accounting and supervision or equivalent combination of education and specific experience. Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and theory and practices plus knowledge of State and Federal regulations and related fiscal procedures.

Hours:

Full time year round.

Salary:

\$51k - \$60k

Send your resume and cover letter to:

Application and resume required. Applications and full job description available at www.nacog.org

Attn: Leah Cain

Address: 119 East Aspen Ave

City, State, Zip: Flagstaff, AZ 86001

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E-mail Address: lcain@nacog.org

Application Method Preferred: email

Opening Date: 3/26/2015

*If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity.
Thank you*