***Phone****: (513) 569-1840* **\******Fax****: (513) 569-4354 \** ***Website****: www.cincy-caa.org*

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| **JOB DESCRIPTION** | | | |
| **Position Title:** | Budget Analyst | **FLSA Status:** | S-N/E |
| **Division:** | Head Start | **Pay Grade:** | 8 |
| **Work Hours:** | 80 bi-weekly, requires evenings and weekends | **Revision Date:** | 6/2017 |
| **Work Location:**  Cincinnati-Hamilton County Community Action Agency \* 1740 Langdon Farm Road \* Cincinnati, Ohio 45237 | | | |
| **POSITION SUMMARY** | | | |
| Administer Budget program operation compliance’s as set forth in local, state, and federal guidelines. Duties are carried out with the guidance of Head Start Performance Standards, CAA policies, and regulatory agencies. | | | |
| **ESSENTIAL JOB FUNCTIONS:** | | | |
| Under General Supervision:   1. Participate in the development and implementation of goals, objectives, and policies of program. 2. Participate in management team meetings to provide input, participate in on-going monitoring of program, support problem solving, and leadership of the program. 3. Establish and maintain internal and external reporting systems designed to track fiscal and programmatic activities. 4. Define, review, revise and maintain expenditures and all financial reports for Head Start and monitor compliance with agency policies. 5. Provide support in preparing grant packages for submission to Administration for Children and Families (ACF), Ohio Department of Education Preschool Program, Head Start, CACFP, and other funders 6. Prepare and update all capital projects to be submitted with grant application. 7. Monitor the Head Start, CPP and other Early Childhood budgets to ensure efficient use of money. 8. Oversee total annual expenditures of up to $20 million across all budgets. 9. Coordinate, review and prepare all Head Start Grantee related financial reports and expenditures. 10. Interface with agency finance department on the budget process and special projects, as designated by Head Start Director, 11. Implement and maintain a record keeping system for all program expenditures, audit proof procedures and practices, 12. Reconcile and provide reports on childcare voucher collection, fees and variances. 13. Compile, record, and track In-kind and total parent, community, and classroom volunteer hours according to federal guidelines. 14. Maintain confidentiality in all areas for clients and staff records. 15. Adhere to Agency Personnel Policies and ACYF Performance Standards.   The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. | | | |

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| **QUALIFICATIONS AND REQUIREMENTS** |
| 1. Bachelor’s Degree in Accounting or related field required. Two (2) to Four (4) years’ experience in budgeting and/or accounting. 2. Non-profit accounting experience a plus. 3. Proficient with Microsoft Office 4. Ability to implement and manage multiple projects at one time 5. Ability to work collaboratively 6. Have and maintain a valid driver’s license with reliable transportation 7. Have and maintain valid driver’s insurance 8. Experience working with diverse populations, including low to moderate-income families. 9. Effective organization, oral and written communication skills. 10. Flexibility to accommodate planned and unplanned travel, to and from various C-HCCAA facilities and meetings, including overnight and weekend travel. 11. Ability to meet the following physical requirements with or without reasonable accommodation: |
| **WORK ENVIRONMENT AND PHYSICAL DEMANDS** |
| The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.  **WORK ENVIRONMENT:**  Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, but also includes occasional local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.  **PHYSICAL DEMANDS:**   * 1. Use hands to manipulate, handle, feel, and control items or equipment;   2. Talk and hear;   3. See and be able to read, write, and interpret written documents;   4. Lift and move objects weighing up to 15 pounds. |

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| **ORGANIZATIONAL STRUCTURE:** |
| **Reports to**: Head Start/Early Head Start Director  **Manages**: None |

**Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.**

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or “at-will,” meaning that both you and the employer may end the employment relationship with or without reason, cause or notice unless otherwise prohibited by law. You are free to terminate your employment at any time, with or without cause.  Similarly, C-HCCAA has the right to terminate the employee’s employment, or otherwise alter an employee’s position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C‑HCCAA.