



JOB DESCRIPTION

NAME and JOB TITLE: Accounting Officer

Exempt: Yes

Supervisor: Executive Director (CFO position vacant)

Department: Early Head Start/ Head Start

GENERAL DESCRIPTION

Under the general supervision of the Chief Financial Officer, the Head Start Accounting Officer is responsible for managing and overseeing all financial operations for the Head Start program within the nonprofit organization. This role ensures compliance with federal, state, and local regulations, maintains accurate financial records, and supports program goals through effective budgeting, reporting, and fiscal management. **1)** Aiding the CFO in the operation and control of effective administration procedures related to accounting, payroll, property control, and procurement. **2)** Supervise and review the Fiscal staff with the preparation of vendors' bills, check requests, and other financial obligations. **3)** Assist the CFO in budgeting, forecasting, and reporting related to planning by the executive staff and governing body.

ESSENTIAL DUTIES AND RESPONSIBILITIES. Fiscal Staff

Leadership & Strategic Oversight

- Prepare and review accounts receivable and accounts payable as necessary
- Prepare, review, and maintain accurate financial statements, general ledger entries, and monthly reconciliation
- Oversee payroll processing, ensuring accuracy and compliance with labor laws
- Record Deposits made by Fiscal staff
- Review/Approve purchase request entry for encumbrance into MIP
- Assist the CFO with budgets and forecast spreadsheets
- Close the books for each account monthly and prepare any adjusting entries with oversight by the CFO
- Ensure Compliance with Federal Head Start Performance Standards, OMB Uniform Guidance, TCCA Financial Policies and Procedures, and other applicable regulations
- Collaborate with program managers to forecast financial needs and adjust
- Provide financial insights and recommendations to support strategic decision-making
- Develop and monitor budget for Head Start programs in alignment with grant requirements and organizational goals

- Manage accounts payable and receivable, including vendor payments and reimbursements
- Assist the CFO in fiscal training for Staff, Board, and Policy Council.
- Assist with annual audits and respond to auditor inquiries
- Maintain documentation for grant reporting and fiscal monitoring
- Track and report on grant expenditures to ensure proper allocation and utilization of funds
- Other duties as assigned

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

Education: B.A. in Accounting,

Experience: Minimum 3-5 years of accounting in general ledger work, budgeting, forecasting, preparation in the financial aspect of grant writing, payroll, accounts payable, and receivable. Non-profit accounting a plus.

REQUIRED SKILLS / ABILITIES

- Professionally represent Tri-County Community Action, Inc. in all situations
- Maintain confidentiality of all information
- Maintain building security
- Must have a valid Texas driver's license and automobile insurance with the employee's name to be insurable by the agency's insurance company.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

DISCLAIMER STATEMENT

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to financial constraints of TCCA, your position is subject to immediate termination.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand this job description. I certify that I can fulfill the requirements outlined in this job description and have received a copy of this document.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____