Bolivar County Community Action Agency, Inc. Career Opportunity

FISCAL OFFICER (1 Full-time)
Plans, directs, and supervises the accounting, payroll property and purchasing function of the BCCAA programs, ensuring compliance with government, state, agency, fiscal, and property requirements.

Duties

- Organizes a fiscal procurement and property control structure ensuring compliance with national, state, government, and agency regulations.
- Directs the receipts and disbursement of authorized project funds.
- Approves all invoices for payment, requests for supplies and equipment, and travel vouchers.
- Designs a system of budgetary control, identifying projected underruns or overruns and causes.
- Participates in designing the salary and wage plan.
- Reconciles payroll bank statements.
- Maintains a system for the administration of the Employees Retirement Plan.
- Complies and submits BCHP/BCAA Fiscal Information Reports as required by the agency, state, and federal regulations.
- Other duties as assigned.

Supervision
The Fiscal Officer reports directly to the CAA Executive/Head Start Director who evaluates the performance of the Fiscal Officer by monitoring performance during the fiscal year.

Qualifications

- Must be a Certified Public Accountant, or at a minimum, a bachelor's degree in Accounting, Business, Fiscal Management, or a Related Field.
- Preferred - Head Start Fiscal experience.
- Three (3) years of experience in administrative position supervising general office practices.
- Must be able to successfully pass an FBI Criminal Background Check, a Physical to include TB test, an updated 121 Immunization Record, Drug Screen, and provide an official transcript(s).

For consideration, please submit a Cover Letter of Interest, a Resume, and Three (3) Professional References via email to: hr@bolivarcaa.org.

BCCAA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran tatus, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.