

CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
BUDGET MANAGER

DESCRIPTION OF WORK

General Statement of Duties: Generate periodic reports of financial status of the Head Start Program operations in order for program to work within the financial capabilities of the grant. Update salary schedules. Must know the Tribal process for purchase orders and vouchers. Prepare cuff accounts, provide financial information for the grant process, upload monthly enrollment into the HSES for the Head Start report system. Budget and maintain the accounts for the Cheyenne River Sioux Tribe (CRST) Head Start program.

Supervision Received: Works under the immediate supervision of the CRST Head Start Director.

Supervision Exercised: Budget Manager will be the immediate supervisor of the Administrative Assistant.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Generates periodic reports of financial status of the Head Start Program operations in order for program to work within the financial capabilities of the grant.

Maintains accurate monthly cuff accounts for expenditures.

Assists Head Start Director with writing grants for funding.

Assists Head Start Director/CRST Contract Specialist with the implementation of the funding and reporting requirements of the grant.

Files financial Head Start reports for the CRST, State and Federal agencies in a timely manner.

Has knowledge of federal grant guidelines and regulations

Assists the Head Start Director with preparation of the annual funding application, COLA/Quality improvement, end of Month Enrollment Reporting System, One Time Funding Proposals and all other proposals required by the Grantee, Policy Council and the Head Start Federal Funding Agency (Johnson O' Malley, and CANS).

Updates staff salary schedule and computes staff salaries.

Prepares purchase orders and vouchers for approval; Pays all Head Start bills in a timely manner with the approval of the Head Start Director.

Assists Director with the Program Information Report that is due annually and assist with inventory and orders.

Prepares monthly and yearly financial report for stakeholders.

Maintains an organized filing system for all accounting transactions.

Meets required deadlines by utilizing good time management skills.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge in computer applications such as Microsoft Office Software. Ability to create cuff accounts. Ability to manage Federal monies. Ability to generate purchase orders and finance vouchers. Ability to balance a budget and prepare financial reports. Ability to demonstrate confidentiality and professionalism. Must possess excellent writing skills and communication skills. Must have grant writing skills. Ability to read and understand the federal grant for Head Start. Must have bookkeeping skills. Ability to create cuff accounts and file expenditures to keep monthly records updated. Must have knowledge with the Excel Program for budgeting purposes to create budgets and financial reports. Must have knowledge and skills in the CRST Procurement process.

Education: Must have high school diploma or GED, with a minimum of an Associate's Degree in Business Management, Administration, Accounting, or equivalent of 48 education hours preferred.

Experience: Minimum of (5) years of Accounting/Budget management experience working with federal, state and tribal funding.

Special Requirements: Must have a valid SD driver's license (attach a copy), transportation (attach vehicle registration), insurance (attach a copy), and physical examination (must state: able to lift 50 lbs.) Will be required to provide a copy of a physical examination yearly and thereafter to supervisor.

Must get a TB test within ten (10) days of being hired and a yearly TB test thereafter. Must start Hepatitis B vaccine series within ten (10) days of being hired. Required to submit First Aid and CPR certifications within three (3) months of being hired. These are required by the Head Start Program Performance Standards. Must maintain strict confidentiality.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Revised Date: 3.21.18