

Tri-County Virginia O.I.C. Apple Country Head Start

444 Shady Elm Road
Winchester, VA 22602
540-869-1558
540-869-5583 Fax



JOB POSTINGS

Tri-County Virginia, OIC is seeking the following positions to join our Apple Country Head Start program that serves children ages 3-5 in Clarke County, Frederick County and Winchester City.

Fiscal Manager

Position Summary: The Fiscal Manager provides management and coordination of all financial systems for Apple Country Head Start. This position is responsible for management of Human Resources and Information Technology. This person works in collaboration with other coordinators, and the Director for the delivery of all services. The Fiscal Manager is a member of the Head Start Leadership Team and responsible for compliance with Head Start Performance Standards, as well as other applicable local and State laws/regulations.

Qualifications: A fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field. The fiscal officer must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. *(HSPPS October 2017)*

Must have knowledge and skills in: Financial management, AR/AP, Accounting, Leadership, Nonprofit Management, Human Resources. Computers, E-mail, Internet, Microsoft Office & Quick Books.

All applicants are required to submit an application (that is found on www.acheadstart.org), a letter of intent, educational transcripts, and three references. All applicants must pass criminal background checks, credit check and have no prior convictions.

Mail to:

Apple Country Head Start
Attn: Admin. Assistant
444 Shady Elm Road
Winchester, VA 22602

Deadline for Submission: Open until Filled

Apple Country Head Start is an equal opportunity employer.