

**Position Opportunity Part time
Early Head Start Fiscal Manager**

Location: Pediatric Therapy Network Torrance, CA

Pediatric Therapy Network (PTN) has recently been granted federal funding to create and implement a new Early Head Start Program. As an existing non-profit organization, PTN is dedicated to providing innovative, high quality programs to serve families with children of all abilities. We are excited to offer an unique Early Head Start program which will incorporate the expertise of child development professionals, including speech therapists, occupational therapists, and physical therapists. Services will be provided to 112 families and children through a home based model and a full day center program. We are seeking a part time Fiscal Manager in the Early Head Start program who is experienced, passionate, dedicated, highly motivated, possesses good communication skills, and values collaboration.

Responsibilities: The Fiscal Manager is responsible for supporting the Early Head Start Director and overseeing staff in the following areas: planning, financial management and reporting. Primary responsibilities for the Fiscal Manager include:

- Performance standard compliance (includes enrollment, literacy and all emerging requirements).
- Performs professional accounting and budgeting for the purpose of developing, monitoring, analyzing and auditing designated accounts, contracts, funds and budgets to ensure financial activity complies with applicable laws, codes, regulations, policies and procedures.
- Prepares preliminary funding and budget proposals and revisions including interacting with Early Care and Childhood staff and other administrative and programmatic areas, as required, to facilitate proposal and revision submission.
- Monitors, evaluates and reconciles accounts related to assigned funds, contracts and budgets; assures full use of contracted funds as awarded; prepares income and expenditure projections to assist with budget preparation and determine budget requirements; compiles and analyzes program and project costs and provides recommendations concerning budgetary allocations, limits and expenditures.
- Participates in a variety of special projects in support of assigned functions; researches, compiles, assembles, codes and analyzes a variety of financial, statistical and budgetary information; investigates and resolves financial issues, errors and discrepancies in collaboration with the Chief Financial Officer.
- Manage all department and grant regulations by maintaining up-to-date records and initiating required reports and communications.

Education Requirements: Bachelor's degree in accounting, finance or related field.

Experience:

- Strong full cycle accounting skills, with a minimum of three years' experience as an accountant for a multi-funded agency and a work history of progressively responsible business management and supervisory experience. Strong computerized accounting skills.
- Strong budget preparation skills.
- Knowledge of federal and state regulations governing grant administration, and ability to apply them in the administration of Early Head Start funds.
- Working knowledge of legal and regulatory obligations, including familiarity with wage and hour laws.
- Good oral communications and human relations skills.
- Good organizational skills and the ability to work under pressure and meet deadlines.

Salary: Competitive salary, excellent benefits

Please submit applications and credentials to:
Human Resources Pediatric Therapy Network
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Torrance, CA 90501
Email: jobs@ptnmail.org
Fax: 310. 328.7058
www.PediatricTherapyNetwork.org

Pediatric Therapy Network is an equal opportunity employer