



Helping People Help Themselves Since 1964!

405 N. Elm Street • Lumberton, NC 28358 • (910) 277-3500 • www.scfsnc.org

NOTICE OF VACANT POSITION

July 14, 2017

Southeastern Community & Family Services, Inc. is accepting applications for the Head Start position listed below:

Administrative & Data Analyst (Administration Office)

Classification: Non-Exempt **Department:** Head Start

Reports To: Head Start Director

Description of Duties:

The Administrative Secretary is responsible the orderly and efficient operation of the Head Start Administration Office. Assists in the preparation of correspondence and the writing of operation instructions in conjunction with the Head Start Director. Coordinates the flow paperwork including correspondence, reports, directories, manuals, payroll change notices and funding applications. Maintains central file of Head Start records. Prepares budgets and justifies line item changes and recommends changes to the Head Start Director. Makes recommendations to the Head Start Director for program improvements.

Primary Duties:

- ❖ Process Head Start employee timesheets; requisitions, travel and volunteer services;
- ❖ Collects, researches and complies statistical information;
- ❖ Compiles and submits monthly/annual federal reports-PIR, HSES, attendance and enrollment. Completes annual close-out of ChildPlus DE and Teaching Strategies Gold;
- ❖ Assists in the budget preparation process and develops justification for line item changes;
- ❖ Develops and recommends revisions to the operational instructions and program improvement;
- ❖ Works closely with Human Resources to maintain personnel files and orientation of new HS employees;



Helping People Help Themselves Since 1964!

405 N. Elm Street • Lumberton, NC 28358 • (910) 277-3500 • www.scfsnc.org

- ❖ Works closely with the HS Director and CFO in preparing refunding grant applications. Reviews revenue and expenditure reports; monitors bus expenditures and completes annual budgetary duties and responsibilities;
- ❖ Performs secretarial and other duties as assigned by the Head Start Director;
- ❖ Process payroll change forms-new hires, promotions, demotions, terminations, COLA;
- ❖ Assists in researching and analyzing data for Community Assessment; compiles and analyzes statistical data;
- ❖ Develop, disseminate and record community surveys;
- ❖ Trains other staff as needed;
- ❖ Maintain calendars for Head Start, HS Director, payroll deadlines, conference rooms and program deadlines;
- ❖ Prepares bids, order departmental supplies as needed, process annual standing purchase orders;
- ❖ Serves as the administrator of ChildPlus DE program. Assist with ChildPlus data entry-employee records, applications, enrollment, attendance, tracking of physicals, yearly close-out;
- ❖ Maintain files and documentation thoroughly and accurately, in accordance with Head Start and agency policies-enrollee folders;
- ❖ Serve as backup to the Department Secretary and Data Input Asst. Secretary;

General Qualifications Requirements:

- High level of proficiency in Excel and Word (advanced);
- Have superior written and oral communication skills;
- Must have knowledge of federal and state regulations affecting grant awards and ensures compliance;
- Possess strong organizational and time management skills;
- Ability to maintain confidentiality and exercise extreme discretion;
- Detail oriented, proof reading experience;
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness;
- Ability to interact with employees, parents, co-workers and vendors in a professional manner;



Helping People Help Themselves Since 1964!

405 N. Elm Street • Lumberton, NC 28358 • (910) 277-3500 • www.scfsnc.org

- Strong problem solving skills, documentation skills, research and resolution skills, and multi-tasking skills.

Working Experience Requirements:

- A minimum of five years of Administrative Office management;
- A minimum of five years' experience in budgeting, data analysis, grant writing, and fiscal analysis;
- Thorough knowledge of Head Start rules and regulations.

Educational Requirements:

- Bachelor's degree in Business Administration/Management or Accounting.

Instructions: Send Agency application, cover letter and resume by **July 28, 2017** to:

Post Office Box 1025

Lumberton, NC 28358

Email: recruitment@scfsnc.org

Applications may be obtained by visiting the Agency's website: www.SCFSNC.org/CAREERS

Equal Opportunity Employer