

Mercer County Head Start

Fiscal Manager

To oversee the financial activities of Federal and State grant funded programs for the Mercer County Head Start program in Farrell, Pa. Revenue receipts and expenditures, payable functions, monitor/prepare budgets and allocations, cash flow planning, prepare reports for boards and grant funders, maintain inventory. Assist with writing grant budget and grants. Safeguard federal and state funds.

Certified Public Accountant (CPA) or Bachelor's Degree in Accounting, Business Management, Fiscal Management, or related field. Preferred 3 years of experience in non-profit accounting and or Head Start a plus, work history of progressively responsible business management and supervisory experience. Depending on work history salary range from \$55000.00 to 60000.00 benefits package included.

Submit, Cover Letter and Resume by Friday May 19, 2023

Mail To: MCHS-EHS Human Resource Manager
1901 Memorial Drive
Farrell, Pa. 16121

or

E-Mail: jberringer@mchs-ehs.org

or

Face Book: Mercer County Head Start, Pa

Contact: Joe Berringer/HR Manager
Phone: 724-346-4482 extension: 1341