



JOB ANNOUNCEMENT – FISCAL OFFICER

ORGANIZATION OVERVIEW:

Higher Horizons Head Start and Early Head Start makes a difference to the 300 children and their families served annually. Operating out of its headquarters in Falls Church, VA, this non-profit organization provides early care and education to low income children in an educational program serving pregnant mothers, children ages birth to five and their families. To accomplish its goals, Higher Horizons employs qualified educators and administrators who operate on a project basis, providing full year services as needed in the diverse community.

The organization itself is projected to grow based on the Board of Directors initiatives to support the recently developed sustainability plan. A major priority of the plan is to increase the organizations non-restricted funding or \$200,00K. Higher Horizons employs a range of talented professionals positioned to conceive, develop and implement new and emerging programs. The Fiscal Officer will work in concert with the Board of Directors who are charged with identifying and secure additional, diverse sources of funding and recruit, retain and promote top-tier professionals to manage and shape strategy for the organization. Higher Horizons is a delegate agency of the Fairfax County Office for Children with a subcontractor agreement and is a direct grantee of the federal Office of Head Start for the Early Head Start program at 7 Corners. The multi-source funding requires planning and execution skills.

BRIEF JOB DESCRIPTION

Higher Horizons DCC, Inc. is a 501(c) (3) private, non-profit organization and administers Head Start and Early Head Start programs. The organization provides school-readiness programming an annual budget of +\$4M, and is seeking an experienced, full-time Fiscal Officer to ensure effective controls in the fiscal department, including budgeting, financial reporting, cost allocations, and regulatory information for management staff, grantee staff and independent auditors. The candidate will report to and work closely with the Executive Director and Board of Directors. He/she will also have a working knowledge of financial requirements and complying with guidelines established by Head Start, Federal Register, State Licensing Regulations, Higher Horizons Financial Policies and Procedures, GAAP and other relevant regulations. The candidate will oversee all compliance and recognition for government (federal and state) contracts and private grants. He or she must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing two finance staff.

QUALIFICATIONS & REQUIREMENTS:

- *Bachelor's or Master's degree in Accounting or Finance
- *Non-profit accounting experience and knowledge of MAS or Abila accounting software is required
- *Extensive knowledge of federal, state/county and private grant funding processes
- *Three or more successful years of experience as a management level accounting professional
- *Must work well with others and in an integrated team environment
- *Two professional written references are required
- *Fingerprints, Criminal History and Child Abuse Background checks will be processed as required by Head Start Performance Standards and Virginia Child Care Licensing Standards

SALARY AND BENEFITS:

- *\$70,220 - \$75,337 per year (commensurate with related education and experience)
- *Paid Holidays (12 days), Vacation Leave (13 days) and Sick Leave (13 days)
- *Group Health Insurance (Care First - organization pays a significant portion)
- *Group Vision Insurance (Eye Med - majority paid by organization)
- *Group Dental Insurance (Humana - majority paid by organization)
- *Short- & Long-Term Disability and Life Insurance (The Hartford - 100% paid by organization for employee)
- *Employee Assistance Program (Humana)
- *Eligible for 403(b) Retirement Plan after 6 months of successful employment

CLOSING DATE: Monday, August 6, 2018 (or Until Filled)

APPLICATION INSTRUCTIONS:

Send cover letter and resume thru one of the following methods:

Via Email hr@higherhorizons.org
Via US Mail or Delivery: HR DEPARTMENT
HIGHER HORIZONS DCC, INC.
5920-B SUMMERS LANE
FALLS CHURCH, VA 22041
Via Fax: 703-820-1578