



Pittsylvania County
Community Action

Job Announcement: Head Start Fiscal Officer

Position Title: Fiscal Officer

Program: Head Start

Location: Chatham

Employment Type: Full-Time

About the Role:

We are seeking a highly skilled and detail-oriented Fiscal Officer to oversee financial operations for a Head Start program. This position plays a critical role in ensuring compliance with federal, state, and local regulations while maintaining accurate financial records and supporting program sustainability.

Key Responsibilities:

- Manage all fiscal operations, including budgeting, accounting, and financial reporting.
- Ensure compliance with Head Start Performance Standards and applicable regulations.
- Prepare and monitor budgets, grants, and contracts.
- Oversee accounts payable/receivable, and procurement processes for the program.
- Collaborate with program leadership to provide financial analysis and guidance.
- Maintain internal controls and participate in audits.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of 3–5 years of experience in fiscal management, preferably in a nonprofit or federally funded program.
- Knowledge of Head Start fiscal requirements and OMB Uniform Guidance.
- Strong analytical, organizational, and communication skills.
- Proficiency in accounting software and Microsoft Office Suite.

Benefits:

- Competitive salary
- Health, dental, and vision insurance
- Retirement plan
- Paid time off and professional development opportunities

How to Apply:

Submit your resume, reference letters and credentials, to Annette Turner at a.turner@pccainc.org. Please include "Fiscal Officer Application" in the subject line
