



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
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## **Head Start, Business Manager, Full Time (37.5 Hours)**

WCAC is seeking a full time Business Manager to oversee the administrative function for the Head Start (HS) and Early Head Start (EHS) programs in Southbridge.

### **Qualifications:**

- Bachelor's degree in Business Administration or Associate's degree with prior accounting or business management experience.
- 3 – 5 years' business management experience required - child care setting preferred.
- Experience managing childcare voucher system strongly preferred.
- Proficient computer skills and the ability to learn Agency databases and MIP accounting system.
- Excellent communication skills both written and verbal.
- Excellent interpersonal skills and the ability to build rapport with co-workers, parents, and outside vendors.
- Prior supervisory experience and the ability to train staff and work well in a team.
- Ability to multi-task and handle interruptions throughout the day and remain on task.
- Excellent organization and project management skills, with attention to details.
- Must possess leadership skills and the ability to follow through on assignments with minimal supervision.
- Proactive and creative individual who can forecast the needs of the programs.

### **Other Requirements:**

- Valid driver's license and reliable transportation. Ability to travel between WCAC locations.
- Ability to successfully complete a CORI/SORI/DCF/finger printing review every two years.
- Mandatory physical every two years and evidence of negative Mantoux, required by the Department of Early Education and Care (DEEC). Hepatitis B (optional).
- First Aid and CPR Certificate for infants and children.
- Evening hours may be required to meet the needs of families and programs.
- Must be reachable and available for emergencies.
- Physical ability to fulfill duties and responsibilities.

### **Duties and Responsibilities:**

#### **Responsible for purchasing and service agreements to include:**

- Work with Co-Directors and finance staff to procure necessary equipment or services in accordance with WCAC's purchasing policy and procedures.
- Assure that Purchase Orders, Invoices, Check Requests, and Expense Reimbursements for HS are properly completed, approved, and coded.
- Keep log of HS expenditures, codes and grants to be charged.
- Track spending in MIP accounting system and advise Co-Director's on balances monthly.
- Maintain a filing system that is backed up and easy to use for auditing purposes.
- Complete Fiscal portion of USDA application in consultation with designated finance staff and Co- Directors.

#### **Coordinate all transportation needs to include:**

- Coordinate field trips and events travel/transportation.
- Train bus monitors and all staff if necessary on bus safety. Fill in on bus when necessary.
- Arrange and document 3 bus evacuations per bus each year.
- Maintain binder with required documentation including travel logs and van maintenance information.
- Greet children as they arrive and depart on the bus as needed.
- Act as the contact person between the program and the bus company.

#### **Oversee record retention and maintenance:**

- Attend all HS management meetings. Take minutes and file in binder.
- Complete and maintain staff files as assigned in accordance with HS/DEEC regulations.
- Maintain HS record keeping database, Child Plus and train new and existing staff on data management systems.

- Maintain confidentiality of information regarding children's records relating to the center and HS program.
- Responsible for record retention and destruction procedures for children's files.
- Maintain a record of inspections and licenses.
- Create a program calendar for facilities related activities, such as pest management services and other related requirements.
- Supervise one full-time Administrative Assistant and two bus monitors.
- In accordance with HS Standards and DEEC regulations, ensure that all children are safely accounted for and not left unattended at any time while in the daily care of the program.
- Comply with the HS abuse and neglect reporting policies.

**Policy Council Duties:**

- Attend HS Policy Council meetings and record minutes.
- Act as liaison for voting items and information sharing between Policy Council and the Agency Board of Directors.

**Send cover letter and resume specifying position via email to [hr@wcac.net](mailto:hr@wcac.net) or to the Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608.**

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