



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Head Start Business Manager – Exempt Position in Southbridge**

**Brief Description:** Oversee the administrative functions for the Head Start (HS) and Early Head Start (EHS) programs.

**Qualifications:**

- Bachelor's degree in Business Administration or Associate's degree with prior accounting or office management experience.
- 3 – 5 years' office management experience in a child care setting preferred.
- Excellent communication skills both written and verbal.
- Proficient computer skills and the ability to learn Agency databases.
- Excellent interpersonal skills and the ability to build rapport with co-workers, parents, and outside vendors.
- Ability to multi-task and handle interruptions throughout the day and remain on task.
- Excellent organization and project management skills, pays attention to details.
- Prior supervisory experience and the ability to train staff, delegate, and work well in a team.
- 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 review every two years.
- Mandatory physical every two years and evidence of negative Mantoux, required by 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 contract management to include:
  - Negotiating bids for service agreements, purchase orders, and equipment leases.
  - Reviewing and maintaining proper records and copies of all Fiscal requests for accuracy and complete information.
  - Maintaining current inventory list and restocking supplies when necessary.
  - Coordinating with Fiscal for payment.
- Coordinate field trips and events to include making reservations, travel/transportation, and food plans.
- Coordinate all transportation needs to include:
  - Training bus monitors and all staff on bus safety.
  - Maintaining binder with required documentation including travel logs and van maintenance.
  - Acting as the contact person between the program and the bus company.
- Responsible for reporting USDA data to the online portal monthly.
  - Keep log of HS expenditures, codes and grants to be charged.
  - Track spending in MIP and advise managers on balances quarterly and flag when line item is less than half spent.
  - Maintain a filing system that is backed up and easy to use for auditing purposes.
  - Liaise with Fiscal for questions.
- Complete and maintain staff files as assigned and according to HS regulations.
- Maintain HS record keeping database, ChildPlus. Train staff on Childplus and assist with data entry issues.
- Responsible for maintenance of technological devices to include:
  - Powering up and down printers and copier.
  - Changing ink and toner.
  - Troubleshooting minor technological issues as needed. Request further assistance from IT Administrator when necessary.
- Supervise one full-time Administrative Assistant.
- Take the minutes in Management and Policy Council meetings.
- Comply with the HS abuse and neglect reporting policies.
- 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.

Excellent benefits to include Blue Cross Medical and Dental, Agency paid Life Insurance, 403(b), paid time off and much more.

Send resume with cover letter specifying position to: Human Resource Director, Worcester Community Action Council, Inc., 484 Main St., 2nd Fl., Worcester, MA 01608 or **email to hr@wcac.net**. AA/EOE. Resumes must be received by **June 13, 2016**.