



Job Title:	In-Kind and Compliance Specialist	Position Type:	Full-time
Job Description			
<p>Purpose of Position</p> <p>Perform duties required to identify, generate, track, monitor, and analyze Head Start and Early Head Start in-kind (non-federal match) and monitor program activities to meet compliance mandates as defined by the Head Start and Early Head Start Performance Standards, the Head Start Act of 2007, Licensing regulations and program Policies and Procedures for the Education department of Grace Hill Settlement House.</p>			
<p>Related Role and Responsibilities</p> <ol style="list-style-type: none"> 1. Collect, review, perform data entry input and maintain daily and monthly data entry statistics. 2. Collect, retrieve and maintain central in-kind filing system. 3. Create reports, forms, charts, memos, and other documents necessary to support in-kind. 4. Responsible for soliciting, tracking inventory and dissemination of donated items. 5. Adjust as needed, systems, work plans, and materials for valuing, documenting, and collecting in-kind donations. 6. Review policies and procedures annually to ensure non-federal match is fairly valued, reasonable, allowable, allocable, properly documented and verifiable. 7. Assist with determining annual in-kind projections to formulate non-federal share budget projections. 8. Monthly monitoring, tracking and compliance reviews at assigned sites, such as: education files, licensing requirements, referral systems for families and children, provision of social services, ERSEA systems, children's files. 9. Develop Corrective Action Plans based on monthly monitoring. 10. Meet monthly with site managers/liasons to keep them abreast of new regulations in the Head Start/Early Head Start Program. 11. Generate and analyze reports as requested and use this information to implement strategies as needed to contribute to continuous quality improvements. 12. Understand and analyze regulations relating to Head Start/Early Head Start fiscal governance. 13. Work as part of the Head Start/Early Head Start leadership team in long- and short-term planning for Head Start. 14. Assist in the creation of procedures, documents, and other systems to maintain compliance. 15. Travel to various Head Start and Early Head Start locations in your own vehicle to complete monitoring activities and meetings. 16. Participate in strategic planning for all quality assurance initiatives. 17. Perform other duties as assigned. 			



Required:

Education: Bachelor’s Degree in accounting, business, education or related field.

Experience: 2 years of general administrative and data entry experience. 2 years’ experience with independent audits and regulatory inquiries. Or a combination of college courses and related experience.

Preferred:

Education: Bachelor’s Degree in accounting, business, education or related field.

Experience: 2 -3 years of general administrative and data entry experience. 2-3 years of experience with Head Start non-federal match requirements, auditing, monitoring, and regulatory inquiries.

An Equal Opportunity/Affirmative Action Employer

Services Provided On A Non-Discriminatory Basis

Reviewed By:	KL	Date:	05/19/2015
Approved By:	KL and TS	Date:	09/06/16
Last Updated By:	TS	Date/Time:	06/15/17