

About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, and has served the residents of the District since 1962. **Our Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” **Our Mission** is “Uniting People with Opportunities.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About the Office of Early Learning (OEL)

OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION:	Fiscal Administrative Assistant-EHS
PROGRAM/DIVISION:	Office of Early Learning
BULLETIN No:	04062022
SALARY RANGE:	\$23.0769 - \$25.6410 per hour (Commensurate with Education and Experience)
OPENING DATE:	June 9, 2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

The Fiscal Administrative Assistant is responsible for managing billing, collection, fiscal reporting, and performing administrative functions to support Fiscal Program Manager.

Process payment requests, cash advances and petty cash requests. Coordinate the procurement of goods and services via Business Portal ordering system. Oversee and maintain cost center numbers for the Office of Early Learning.

Assist with reconciling and maintaining internal budget reports for all Office of Early Learning grants. Coordinate fee collection of payments. Prepare monthly childcare fee collection reports for OSSE/Private. Prepare/process accounts for childcare payments, monthly fee payments and enrollment. Prepare slot purchase monthly contract payment requests for processing. Prepare annual tax letters.

UPO Vacancy Announcement
Fiscal Administrative Assistant-EHS
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Assist the Eligibility Data Specialist with entering child and family data into OSSE, Child Plus and Pro-Care tracking/billing system. Work with Eligibility and Data Manager to monitor new families enrolling at UPO. Coordinate and reconcile payroll processing for the Office of Early Learning.

MINIMUM QUALIFICATIONS:

Associate degree and three (3) years of experience in a general office/administrative setting. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university in accounting or business administration or a related field and 3 years of experience in accounting. Familiar with various accounting software.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This is a Special Trust position subject to mandatory random drug and alcohol testing.

This position *IS* in the collective bargaining unit of the CWA Union.

Special Notice to all Applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**

[Apply to the Career Center](#) Submit your resume, a copy of your degree/or transcripts