



# Johnston-Lee-Harnett Community Action, Inc.

## MAIN OFFICE

Phone 919-934-2145  
Fax 919-934-6231  
Post Office Drawer 711  
1102 Massey Street  
Smithfield, NC 27577

## LEE COUNTY OFFICE

Phone 919-776-0746  
Fax 919-774-1867  
Post Office Box 1061  
225 S. Steele Street  
Sanford, NC 27330

## HARNETT COUNTY OFFICE

Phone 910-814-8360  
Fax 910-814-8362  
Post Office Box 40  
745 Shawtown Rd., Suite A  
Lillington, NC 27546-0040

## **HEAD START FISCAL COMPLIANCE AUDITOR**

**Hours: 8:00 am – 5:00 pm**

**Location: Johnston County**

Johnston-Lee-Harnett Community Action, Inc. is seeking a Head Start Fiscal Compliance Auditor. The responsibilities will include:

### **POSITION SUMMARY**

The Head Start Fiscal Compliance Auditor provides fiscal management, compliance oversight, and technical support for the Head Start program. This role ensures accurate tracking and reporting of all financial transactions, including budgets, grants, and in-kind contributions, and works closely with program leadership to align expenditures with federal, state, and agency regulations. The Head Start Fiscal Compliance Auditor will also manage in-kind contribution processes and collaborate with the program team to track professional development and USDA expenditures.

### **Minimum Requirements**

Bachelor's degree in accounting, Finance, or related field.  
Three years of experience in non-profit accounting, budgeting, or finance.

### **Preferred Experience**

Familiarity with Head Start Performance Standards and non-profit accounting.  
Knowledge of grant management, including federal fiscal regulations.  
Experience managing in-kind contributions and/or tracking professional development expenditures.

### **Skills and Abilities**

Expertise in accounting principles, budgeting practices, and financial analysis.  
Proficiency in financial software, Excel, and general ledger systems.  
Ability to analyze financial data, generate reports, and communicate findings effectively.  
Strong organizational and time-management skills, with attention to detail.  
Ability to train and support staff, Policy Council, and the Head Start Advisory Committee in fiscal policies, in-kind tracking, and professional development processes.

**Submit a resume and three letters of reference to:**

**[alisa.bizzell@jlhcommunityaction.org](mailto:alisa.bizzell@jlhcommunityaction.org)),**

**[ruby.bryant@jlhcommunityaction.org](mailto:ruby.bryant@jlhcommunityaction.org))**

**Minimum Starting pay: \$60,000 year**