

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

Company Overview

We believe every child deserves an opportunity to succeed. Orange County Head Start, Inc. is a non-profit organization laser focused on breaking down walls of educational and other injustices that exist for children and families in poverty in contrast to their peers. We break down these walls by providing windows of opportunity using the Head Start and Early Head Start models. In order to meet the objectives of our mission, we are looking for what matters most - people - who share our purpose and mission to help children and families who are at a disadvantage. Being on our team at Orange County Head Start, Inc. means you are passionate about your career and helping your community. You can make a difference every day in a child's life here. Do you have the right purpose to make an impact on a child's life and help them unleash their full potential while unleashing your own? The job Description indicates the major duties required, but does not include all the duties and qualifications required. OCHS is an equal opportunity employer.

Job Summary:

The Non-Federal Share Specialist plays a pivotal role in ensuring the financial sustainability and compliance of Orange County Head Start. This position is responsible for the comprehensive management of all non-federal share (NFS) activities, including accurate tracking, calculation, and reporting of in-kind contributions and other eligible NFS sources. The specialist will develop and implement training programs to educate staff and partners on NFS requirements, ensuring that adequate NFS match is consistently achieved to meet federal funding obligations. Additionally, the specialist will serve as the primary point of contact for all NFS-related inquiries, providing guidance and support to ensure program compliance and maximize available resources.

Minimum Qualifications:

Education: A Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred. In lieu of a degree, a combination of relevant experience and education may be considered.

Experience: A minimum of 2-3 years of experience in financial management, accounting, or a related field is preferred. Experience working in a non-profit or government-funded program is a plus. Familiarity with Head Start regulations and funding requirements is highly desirable.

We offer an hourly pay of **\$25.91** per hour with excellent benefits and the opportunity to serve your children and their families in Orange County.

Final filing date: Until filled

Apply now to join our team!

Submit an application, and resume to:

Orange County Head Start, Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

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