

McPherson/Marion County Head Start Fiscal Organization Chart

<p>Shiloh Vincent Superintendent/Executive Director</p> <ul style="list-style-type: none"> ● Collaboration with CFO and Program director to facilitate effective oversight of expenditures. ● Submits regular fiscal reports to board of education ● Assists with development of budget and funding application ● Reviews and analyzes monthly financial and statistical reports to assess the budget status. 	
<p>Jerry Hinerman CFO</p> <ul style="list-style-type: none"> ● Submits and signs off on federal reports ● Monthly Drawdown of federal funds ● Assists with development and monitoring of program budget ● Assist with ensuring legal and regulatory compliance ● Other fiscal duties agreed upon by both parties ● Approval of budget ● Assists with cost allocation 	
<p>Jamie Lewis Assistant Superintendent</p> <ul style="list-style-type: none"> ● Oversees Human Resources <p>Human Resources Team</p> <p>Jordan Nunez: Benefits, Workman's Compensation, FMLA, Contracts Bayli Palacios: Accounts Receivable</p>	
Business Office	Head Start Office
<p>Nikki Garcia Business Office Manager</p> <ul style="list-style-type: none"> ● Assists with development of budget and cost allocations ● Assists with monitoring budget ● Assists with developing and monitoring state and federal Reporting ● Approves and signs off on purchases and requisitions after the director has signed off. 	<p>David Brock Head Start Director</p> <ul style="list-style-type: none"> ● Develops budget ● Monitors budget ● Assists with Cost Allocations ● Approves and signs off on purchases, requisitions, and petty cash transactions ● Assist with developing and monitoring state and federal reporting ● Presents yearly budget to board and policy council
<p>Megan Watts Business Office Administrative Assistant</p> <ul style="list-style-type: none"> ● Accounts payable ● Purchase orders ● Purchasing cards ● Vendor Statements ● Requisitions 	<p>Jessie Bernal Head Start Administrative Assistant</p> <ul style="list-style-type: none"> ● Collects and organizes purchasing card purchases and statements. ● Cost allocates purchases ● Submits requisitions ● Enters In-Kind

	<ul style="list-style-type: none">• Submits Petty Cash transactions and balances petty cash account
<p>Jennifer Bertand Payroll Coordinator</p> <ul style="list-style-type: none">• Payroll• Leaves	