

# Program Profile

CEO Division: Fiscal Department

Direct Oversight: CEO Fiscal Director

## Staffing

Position	Hours
Director - Mary O'Grady	Exempt
Senior Accountant - Gerald Vilaire	Exempt
Staff Accountant - Virginia Schaffhauser	7:30am – 4:00pm
Staff Accountant - TBH	8:00am – 4:30pm
Bookkeeper - Bridget McCarthy	8:00am – 4:30pm

## Hours of Operation

Monday – Friday 7:30am to 4:30pm

## Points of Contact

### Bookkeeper – Bridget McCarthy

- Payroll/Local Travel Reimbursement
- Purchase Orders
- Accounts Payable: invoices, receipts, and packing slips
- Credit Cards: Walmart and gas credit cards

### Staff Accountant – Virginia Schaffhauser

- In-Kind
- Attendance and Meal Counts
- Sysco and Sycaway billing
- Health Insurance Billing
- HPNAP monthly voucher

### Staff Accountant – TBH

- Daycare Tuition for SSII
- Tuition for Extended Care
- Petty Cash
- WIC monthly voucher

### Senior Accountant-Gerald Vilaire

- Youth Build stipends and stipend report
- Foster Grandparents Stipend Report
- Distribute Monthly Financial Reports to Directors and/or managers
- WVM, Americorps and STEHP monthly voucher
- Pre-K and other Troy School District monthly billing

### Director-Mary O'Grady

Oversee the daily operations of the fiscal department. Monitor the programs and work with staff to ensure that both CEO and program policies and guidelines are adhered to. Resolve issues that may arise within the department or organization.