

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

FISCAL MANAGER

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Compliance/Reporting/Reconciliation

Participates in evaluating compliance with grants, financial administrative regulations and state statutes.	ME	NI	U
Provides financial reports to outside monitoring entities for review of programs or internal staff for financial planning and oversight of programs.	ME	NI	U
Assists in setup or establishing and maintaining online systems and accounts for reporting grant information or to submit grant applications.	ME	NI	U
Assists in the grant writing and submission of grant applications, ensuring financial information is complete and accurate, as needed. Assists in the discovery of potential grants as needed.	ME	NI	U
Maintains reporting requirements for state/federal grants.	ME	NI	U
Oversees monthly bank statement reconciliation.	ME	NI	U
Reconciles child care account receivable payments.	ME	NI	U
Develop schedules and expense analysis for grant balances.	ME	NI	U
Develop overall company budgeting methods according to most productive setup to plan, measure and contain expenses.	ME	NI	U
Provide historical analysis to discover trends and assist in projections and planning for decision-making.	ME	NI	U

Manage charging methods to grants to ensure most equitable charges distributions to shared funding sources with follow up approval from CFO or Executive Director.	ME	NI	U
Prepare audit reconciliations and work papers.	ME	NI	U

Comments:

General Ledger

Performs data entry, posting, maintenance and back-up procedures for all ledgers.	ME	NI	U
Reconciles balance sheet and key income statement accounts on a monthly basis.	ME	NI	U
Proactively monitors receivable and liability accounts.	ME	NI	U
Work year round to ensure strong audit position.	ME	NI	U

Comments:

Financial Statements

Prepares and enters journal entries and conducts account reconciliation.	ME	NI	U
Provides supplementary schedules and graphs as needed to support financial data.	ME	NI	U
Assists in preparing for and assists with audits including the annual A133 audit.	ME	NI	U
Prepare monthly consolidated financial statements showing Actual results versus budgeted amounts by the 15 th day of the month following month-end close.	ME	NI	U

Comments:

Technical/Department Support

Oversee and manage Fiscal Department.	ME	NI	U
Analyzes, addresses, and completes a wide variety of highly technical accounting transactions and processes.	ME	NI	U
Provides technical evaluations and recommends procedures for the resolution of accounting/financial issues.	ME	NI	U
Monitors and updates accounting policies and procedures; communicates policies and procedures with other department staff/users of the fiscal reporting system.	ME	NI	U
Initiates and submits electronic transfers as needed.	ME	NI	U
Cross-trains in all key fiscal functions and serves as back-up to Staff Accountants and Payroll Specialist.	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**