

# JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION  
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

## BUDGET ANALYST 2015-1011-OC

**SALARY:**                      Range: 53.00              \$23.59 - \$26.04 Per Hour

**EMPLOYMENT OPPORTUNITY:** One full time position is open with Neighborhood House Association  
Children Youth and Family Services Unit at 5660 Copley Drive

**APPLICATION SUBMITTAL INSTRUCTIONS:** Position Posted Until Filled

Application and Supplemental Questionnaire must be fully completed (per instructions), signed, dated when submitted. Also attach original copies of transcripts from accredited college or university showing attainment of required degree to be considered. \_

Applications may be obtained at 5660 Copley Dr., San Diego, 92111; 841 South 41<sup>st</sup>. Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

### **JOB DUTIES and RESPONSIBILITIES**

Compiles budget projections for preliminary budgets and the final adopted budget; examines trend analysis data, estimates salary increases, tax rates, employee benefits and costs; maintains direct contact with Area Directors and Center Directors during the budget preparation and budget administration cycles throughout the fiscal year; controls personnel and non-personnel budget by means of document review, availability of funds and review of expenditures, staffs the Policy Council and Head Start Finance Committee; assists in the development of the Policy Council expense report; develops monthly reports by area and program level; performs funding reconciliation analysis, prepares documents requiring adjustments for approval; and intermediate long range projections of resources and appropriations; analyzes status of accounts to determine if release of encumbrances can be authorized; develops and makes recommendations regarding budgets and expenditure plans, including alternatives and priorities, particularly on such matters related to site/department/area levels; performs difficult and complex analytical work in the fund management decision-making process; works with automated financial systems and computer generated financial reports and extracts data from a large database; provides advice and explains technical budgetary requirements or alternatives to Area Directors regarding staffing allocations, the scheduling of expenditures, the monitoring of program budgets, management of funds, budgeting, accounting procedures and regulations; performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience:** Graduation from an accredited college or university; Bachelor degree with a major in accounting, financial or business administration; **Three (3) years** of financial and/or budgeting experience involving the analysis of budget data of approximately 50 million dollars annually is required.

**Knowledge of:** Principles and practices of financial forecasting and modeling; automated general ledger system, its usage and requirements; computer tools and software, particularly as related to statistical analysis and data management.

**Ability to** Operate a computer and other standard business equipment and software type at a speed sufficient to meet job requirements; organize, set priorities, take initiative and exercise sound judgment, apply and reach decisions in accordance with federal law, regulations and local needs; understand and follow written and oral instructions

**Licenses & Certification:** Possession of a valid Class C California Driver's License.

**PHYSICAL & MENTAL DEMANDS:**

**Employee is required to sit, stand and walk; talk and hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and lift up to 50 pounds. This job includes close vision and the ability to adjust focus; to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; make arithmetic calculations; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with rapidly changing priorities; and interact with Association staff and others encountered in the course of work.**

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**

**FILING APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; LTD, health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

**HOURS**

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

**PROBATIONARY PERIOD**

All regular appointees serve 6 months introductory period.

**CITIZENSHIP/IMMIGRATION STATUS**

NEIGHBORHOOD HOUSE ASSOCIATION hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**AA/EEO/H/V/EMPLOYER**

# SUPPLEMENTAL QUESTIONNAIRE page 1 of 2)

## Budget Analyst

### IMPORTANT INFORMATION & INSTRUCTIONS

Every applicant is required to **complete, sign and submit** this supplemental questionnaire. Please attach a separate sheet with your responses. Please limit your response to no more than 2 pages, font no smaller than 11 point.

Please read each question carefully and provide clear and complete responses that accurately detail your education and relevant work experience. The information you provide on the general application and supplemental questionnaire will be used to evaluate your overall qualifications for the position and to determine your eligibility to further compete in the selection and testing process. Successful candidates may be invited to participate in other segments of the selection process.

**\*The employers and dates of employment that you list on this supplemental questionnaire MUST match employers and dates provided in the work experience section of this employment application.** Failure to provide matching employer and dates of employment will result in your application being tagged as “not qualified” for this recruitment.

Both the application form and the supplemental questionnaire must be legible. Referral to a resume in lieu of a response on the application and/or supplemental questionnaire will not be acceptable. Vague, illegible or incomplete responses may disqualify your application, or reduce the credit given for your qualifications.

1. **Report Development:** (Examples include develops monthly reports by area and program; funding reconciliation analysis; prepares documents requiring adjustments for approval; projections of resources and appropriations; status of accounts analysis).  
 No Experience  
 Less than 1 year  
 Greater than 1 year but less than 2 year  
 Greater than 2 year but less than 3 years  
 Greater than 3 years
  
2. **Budget Preparation:** (Examples include Compiling budget projections for preliminary budgets and the final adopted budget).  
 No Experience  
 Less than 1 year  
 Greater than 1 year but less than 2 year  
 Greater than 2 year but less than 3 years  
 Greater than 3 years
  
3. **Committee Representation:** (Examples include staffing program or board finance committees; development of the committee expense reports).  
 No Experience  
 Less than 1 year  
 Greater than 1 year but less than 2 year  
 Greater than 2 year but less than 3 years  
 Greater than 3 years

# SUPPLEMENTAL QUESTIONNAIRE page 2 of 2)

## Budget Analyst

4. **Accounting Control:** (Examples include examining trend analysis data, estimates salary increases, tax rates, employee benefits and costs; document reviews of personnel and non-personnel cost; availability of funds and review of expenditures,).
- No Experience  
 Less than 1 year  
 Greater than 1 year but less than 2 year  
 Greater than 2 year but less than 3 years  
 Greater than 3 years
5. **Computer Programs:** (Examples include Microsoft Word, Excel, Access, etc.).
- No Experience  
 Less than 1 year  
 Greater than 1 year but less than 2 year  
 Greater than 2 year but less than 3 years  
 Greater than 3 years
6. Describe in detail your experience with statistical analysis and data management. In your response include employer (s), dates of employment, name of systems used and your exact duties.
7. Describe your experience providing advice and explaining technical budgetary requirements or alternatives to others regarding staffing allocations, the scheduling of expenditures, the monitoring of program budgets, management of funds, budgeting, accounting procedures and regulations. In your response include employer (s), dates of employment, and your exact duties.
8. Describe your computer technology and application skills. List, by name, the computer software application with which you are experience.
9. Indicate your level of proficiency by application as to whether you are
- a)  highly proficient and use very frequently  
b)  Competent; have basic/general knowledge  
c)  somewhat knowledgeable but do not use very frequently

### CERTIFICATION

I hereby certify that all statements made in this supplemental application are true and complete, and that any misstatements of material facts will subject me to disqualification and/or dismissal.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_