

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION

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

JUNIOR ACCOUNTANT

1249 - 0214 OC

SALARY:

**Range: 50.00
51.00**

\$42,621 - \$47,046 Annually (Junior Accountant 1)

\$44,779 - \$49,428 Annually (Junior Accountant 2)

EMPLOYMENT OPPORTUNITY:

One (1) F/T, 51 weeks per year position with the NHA/Head Start Fiscal Department. Location: 5660 Copley Drive – San Diego, 92111

APPLICATION SUBMITTAL INSTRUCTIONS:

POSITION IS OPENED UNTIL FILLED

Application must be fully completed (per instructions), signed, dated when submitted along with responses to the supplemental questions. **Submit copy of official transcripts or degree with your application to receive consideration.** This position is being posted until filled

Applications may be obtained at 5660 Copley Dr., San Diego, 92111; 841 South 41st. Street - San Diego 92113; or on the Agency website at 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:

Performs technical and moderately complex accounting work for assigned local, state and federally funded programs, including setting up, maintaining and reconciling general ledger accounts; verifies fund availability; verifies charges are made to appropriate program accounts; independently identifies discrepancies, conducts research and confers with program managers and funding source representatives to resolve problems; ensures encumbrances and payments are correct and in full compliance with all applicable fiscal and program contract requirements; tracks and monitors all charges made to designated program funds; prepares funding source requisitions and transfers; prepares periodic reports to funding sources as needed; closes out completed programs, reconciling total expenses to authorized funding; works with staff of other sections to resolve technical accounting and reporting issues and problems; analyzes cost data and assists in performing special studies, analyses and projects as required by the Association and outside funding sources; assists staff of other sections in conducting queries and generating special financial and accounting reports; designs and creates custom financial reports.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE

Graduation from a four-year college or university with a major in accounting or a closely related field and/or at least two years of progressively responsible professional accounting experience, preferably in a governmental or nonprofit agency; or an equivalent combination of training and experience.

DESIRED MINIMUM QUALIFICATIONS (continued):

KNOWLEDGE OF

Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial and internal control and financial reporting; principles and practices of cost accounting; accounting standards and requirements applicable to nonprofit operations and funding sources; laws and regulations relating to the financial administration of public and nonprofit agencies; principles and practices of business data processing particularly related to the processing of accounting and financial information; the operations and requirements of the nonprofit automated general ledger system; the uses of spreadsheets and other standard business software.

ABILITY TO

Operate a computer and utilize advanced functions of spreadsheet and other standard financial and business software; analyze and make sound recommendations on complex financial data and operations; understand, interpret, explain and apply Association, local, state, and federal laws and regulations governing Association financial accounting, reporting and recordkeeping; understand and accurately use the Association's Chart of Accounts; perform complicated mathematical calculations and analyses; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of Association management, employees, funding source representatives and others encountered in the course of work.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain, a valid Class C Driver's License is required.

PHYSICAL & MENTAL DEMANDS

Employee is required to sit or stand for long periods; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; stand and walk and occasionally lift up to ten pounds. This job includes close vision and the ability to adjust focus. Employee is required to use written and oral communication skills; read and interpret numerical and accounting data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work with a high degree of accuracy on multiple concurrent tasks with frequent interruptions; and establish and maintain effective working relationships 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.

INTRODUCTORY 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.

SUPPLEMENTAL QUESTIONNAIRE

JUNIOR ACCOUNTANT

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. Discuss your experience ensuring encumbrances and payments are correct and in full compliance with all applicable fiscal and program contract requirements.
2. Discuss your experience tracking and monitoring charges made to designated program funds.
3. Discuss your experience preparing funding source requisitions and transfers.
4. Discuss your experience preparing periodic reports to funding sources as needed.
5. Describe your computer technology and application skills. List, by name, the computer software applications with which you are experience and your level of proficiency by application (i.e. Expert, Advanced, Competent or 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 _____