



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

ACCOUNTANT

APPLICATION DEADLINE: **OPEN UNTIL FILLED**

Position no. / Range:	0001/ 53.01	Union Status:	Non- Union
Starting Pay:	\$24.31- \$26.83 p. hr.	Status/ Hours:	Full Time/ Non- Exempt
Hours of Work:	8:00 am- 5:00 pm	No. of Weeks:	52
Dept. / Program:	Finance Department		
Location:	Administrative Offices: 5660 Copley Dr. San Diego, CA 92111		

Basic Job Assignment:

Under general direction, performs professional accounting duties of moderate complexity in the analysis, preparation and maintenance of financial records and reports for assigned accounts and funds; and performs related duties as assigned.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of accounting practices, standards and requirements applicable to nonprofit operations and funding sources including 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; laws and regulations relating to the financial administration of public and nonprofit agencies; the ability to analyze and make sound recommendations on complex financial data and operations; evaluate complex accounting and financial reporting issues and make sound recommendations for their resolution; understand, interpret, explain and apply Association, local, state, and federal laws and regulations governing Association financial accounting, reporting and recordkeeping; communicate effectively with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization; establish and maintain effective working relationships with all levels of Association management, employees, funding source representatives and others encountered in the course of work; is well organized and is able to plan and prepare in a thorough fashion; has excellent written communication skills; and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- A Bachelor's degree in Accounting or closely related field ; **AND**
- 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.



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Example of Major Functions:

- Independently performs technical and moderately complex accounting work for assigned local, state and federally funded programs, including setting up, maintaining and reconciling general ledger 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;
- Closes out completed programs, reconciling total expenses to authorized funding;
- Prepares standard quarterly and annual financial statements and reports for designated funds and accounts, including footnotes, supporting schedules and working papers;
- May provide lead work direction and guidance to other staff; reviews the work of accounting support staff for accuracy and completeness;
- Designs and creates custom financial reports.
- Analyzes cost data and assists in performing special studies, analyses and projects as required by the Association and outside funding sources;

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 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 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. The included supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.



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HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website (www.neighborhoodhouse.org)
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: _____
- ☐ Employee Referral: _____
- ☐ Other: _____

BENEFITS:

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. 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. 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.

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