



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

SR. FISCAL ANALYST

APPLICATION DEADLINE: **October 3, 2014 / 5:00 PM PST**

Position No. / Range	8900/ 55.00	Union Status:	Non- Union
Salary Range:	\$26.38 -\$29.11 per hour	Status/ Hours:	FT (32-40 hours per week)/ Exempt
Hours of Work:	6:00 am- 3:00 pm	No. of Weeks:	52
Dept. / Program:	Child Care Food Program		
Location:	Central Kitchen: 1929 Hancock St., San Diego, CA 92110		

Basic Job Assignment:

Under the direction of the Director of Nutrition Services, the Senior Fiscal Analyst performs highly complex and interpretive financial analyses to support the management and budgetary administration of Nutrition Services' food service program and the administration of the United States Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). Prepares and presents financial-related recommendations to support company initiatives for executive decision making.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of business and financial theory principles, practices and techniques of public agency budget development and financing; food service administration; applicable state and federal laws and regulations governing budgeting and financing of nonprofit agencies; product manufacturing cost analysis from raw through finished goods; ability to analyze and make sound recommendations on financial and budget data; ability to manage time exceptionally well and manage multiple deadlines; has high regard for and ability to communicate using tact, discretion, and confidentiality; can communicate effectively with staff, managers, clients/ participants, and individuals of varying levels outside of the department and organization; is well organized and is able to plan and prepare in a thorough fashion; has excellent written communication skills; ability to 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 business, business administration, finance, economics, accounting, or education; **AND**
- At least two (2) years of related operations, analysis, forecasting experience; **OR**
- Education can be substituted with at least five (5) years of progressively responsible experience performing complex financial and/or project analyses; **PLUS**
- Budget development experience is required;
- Strong experience in food service administration is highly desired;
- A valid California Drivers' License.



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Examples of Essential Functions:

- Serves as the agency's primary contact person for fiscal matters related to CACFP;
- Maintains audit-ready food service CACFP documents including transport and menu production records;
- Interprets various governmental regulations, vendor agreements, funding agency provisions and performance standards;
- Assists executive management and Purchasing Department staff in food service contract planning and participates in vendor contract negotiations;
- Analyzes and evaluates profit plans, operating records, and financial statements to determine present and future financial performance;
- Assembles and inputs data, conducts studies, and prepares weekly, monthly, and annual financial reports;
- Generates monthly claims to the State and client food vendor invoices;
- Conducts research and investigations to determine expenditure and revenue variances;
- Leads the development of the Nutrition Services' operating budget and revenue projections;
- Works with vendors to remedy invoicing discrepancies/errors;
- Performs cost, trend, and impact analyses.

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