



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

CONTROLLER

DATE POSTED: June 11, 2015

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position no. / Range: Range 62.00

Union Status: Non-Union

Starting Pay: \$37.54- \$41.44

Status/ Hours: Full Time/ Exempt

Hours of Work: 8:00 am- 5:00 pm

No. of Weeks: 52

Location: Administrative Offices:
5660 Copley Dr. San Diego, CA 92111

Dept. / Program: Fiscal Department

Basic Job Assignment:

Under general direction, oversees and assists in providing leadership and personnel management to the Fiscal Department. The Controller is responsible for the development, administration, implementation and ongoing evaluation of all related programs and staff.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of general accounting practices, grant accounting supervision, staff management, strategic planning, conflict resolution, and employee development; has the ability to promote a value-based leadership environment which demonstrates the values of ICARE (Integrity, Courtesy, Attentiveness, Responsiveness and, Excellence); possesses strong internal customer service skills; is able to influence and effectuate positive outcomes by setting and communicating a clear vision of departmental goals and strategies, and gaining the commitment of others through modeling desired behaviors and by adhering to high ethical, professional, and performance standards; is able to analyze and make sound confidential staffing recommendations, coach and develop subordinate staff and communicate effectively with staff, managers, clients/participants, and diverse clientele outside of the department and organization; skillfully establishes and maintains 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, prepare, and execute accordingly; has excellent verbal and 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 Business Management, Accounting, Finance or closely related field ; **AND**
- Minimum of five years of progressively responsible management/leadership experience, preferably in a setting having supervised direct reports;
- Experience providing oversight and management of a budget;
- Experience with grant accounting and developing internal financial reporting systems;
- Ability to effectively interact and clearly communicate with internal and external clients and stakeholders;
- Demonstrated capacity as a leader to thrive on building authentic relationships with staff and volunteers;



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Qualifications (continued):

- Superior interpersonal relationship skills are essential;
- Proven supervisory skills in training, evaluating, and motivating staff and volunteers, as well as developing an effective cohesive team;
- Outstanding communication and organizational skills in order to relate to staff and volunteers in an unbiased manner and to achieve optimum results within the best interest of the team.

Example of Major Functions:

- Recruit, train, supervise and appraise assigned staff for the Fiscal Department and assist all staff in meeting their professional development needs;
- Assist in interviews and assignment of Fiscal staff;
- Oversee preparation and presentation of financial materials for staff and/or the Board of Directors;
- Conduct timely annual performance evaluations of all subordinate Fiscal staff by established deadlines;
- Foster staff motivation, recognition, and teamwork;
- Plan, conduct, and document monthly staff meetings, focusing on safety, review of established policies and procedures, customer service for all programs, staff development, and compliance;
- Adhere to all hiring and personnel procedures, including processing of all documentation by established deadlines;
- May provide lead work direction and guidance to other staff;
- Review the work of accounting support staff for accuracy and completeness;
- Attend and participate in management meetings;
- Provide regular, ongoing performance feedback in a constructive, reinforcing manner, developing staff through career and professional counseling and work assignments;
- Establish and build employee morale;
- Make recommendations regarding promotions, discipline, or termination as appropriate;
- Oversee the preparations, updates, and maintenance of accounting and procedural manuals;
- Supervise Fiscal staff activity, coordinate the work of staff and expedite flow of work;
- Practice sound decision making by using good judgment;
- Solicit and encourage employee feedback that can lead to better department efficiencies;



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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.

HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- | | |
|---|---|
| <input type="checkbox"/> NHA Website (www.neighborhoodhouse.org) | <input type="checkbox"/> Caljobs.ca.gov |
| <input type="checkbox"/> Jobing.com | <input type="checkbox"/> Community College or University Website: |
| <input type="checkbox"/> Indeed.com | _____ |
| <input type="checkbox"/> Edjoin.org | <input type="checkbox"/> Employee Referral: _____ |
| <input type="checkbox"/> Jobs @ Head Start | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> NPworks.org | |

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.

***Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

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.