



# 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

### SENIOR FISCAL ANALYST

**DATE POSTED:** June 7, 2016

**APPLICATION DEADLINE:** June 17, 2016

**Position no./ Range:** 8900/ 55.00

**Union Status:** Non- Union

**Starting Pay/ Range:** \$26.38- \$29.11 p. hr.

**Status/ Hours:** FT / Exempt

**Hours of Work:** 7:00 am- 4:00 pm

**No. of Weeks:** 52

**Location:** 7818 Wilkerson Ct. SD, CA 92111

**Dept./ Program:** Central Kitchen

#### **Basic Job Assignment:**

Under the direction of the Senior Director of Nutrition Services, the Senior Fiscal Analyst performs professional-level fiscal analysis, research, accounting, forecasting, and budget-related work involved with related financial and budgetary systems. This position plans, coordinates, and monitors the functions and activities related to the preparation and administration of Central Kitchen's budget. The assignments of a Senior Fiscal Analyst are broad in scope and require the use of independent judgment and initiative in making difficult technical, financial budget, and fiscal analysis to support the management and budgetary administration of the Central Kitchen and Child Care Food Program (CACFP).

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Accounting/Generally Accepted Accounting Principles (GAAP); Policies and procedures, computer tools and software, particularly as related to financial analyses and statistical and comparative analysis techniques; Principles, practices and methods of administrative, budgetary, economic and procedural analysis; Theory principles, practices and techniques of public agency budget development and financing; Applicable state and federal laws and regulations governing budgeting and financing of nonprofit agencies; and NHA's agency structure. The ideal candidate will also have the ability to Work in a fast-paced kitchen environment; Demonstrate an upbeat demeanor and flexibility when dealing with frequent change; Operate a personal computer and spreadsheet, work processing, financial modeling and other standard software; Utilize specialized databases to obtain necessary information; Analyze and make sound recommendations on financial and budget data; Select appropriate methodologies, mathematical, and statistical calculations and analyses; Prepare clear, concise and comprehensive financial analyses, reports and presentation materials; Exercise sound independent judgment within general policy guidelines; Understand, interpret, explain and apply state, local and Association laws, regulations and policies regulation financial accounting, reporting and recordkeeping; Evaluate administrative and financial information and make sound recommendations within areas of responsibility under intensive deadlines; Establish and maintain effective multi-agency and internal- and external-departmental contact; Establish and maintain effective working relationships with management, staff, volunteers and other encountered in the course of work; and Communicate effectively in English, including speaking, writing, spelling, grammar, and punctuation. The candidate must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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### **Qualifications:**

- Graduation from a four-year college or university with a major in business, business administration, finance, accounting, or education;
- Four year degree can be substituted with at least five (5) years of progressively responsible experience performing complex financial and / or project analyses;
- Exposure to budget development is highly desired;
- Must have strong Excel, written, and communication skills;
- A valid California driver's license;
- TB test required upon hire and must be maintained every four years;

### **Example of Major Functions:**

- Serves as the agency's primary contact person for fiscal matters related to CACFP;
- Interprets regulation, vendor agreements, funding agency provisions and performance standards;
- Leads Central Kitchen's month-end/year-end closing, budgeting, and reporting;
- Assembles data, conducts studies and prepares reports and correspondence for management;
- Generates monthly claims and vendor invoices;
- Analyzes and researches expenditure / revenue variances;
- Leads the development of the Central Kitchen's operating budget and revenue projections;
- Maintains audit-ready documents related to CACFP compliance including the budget, vendor invoices, transport records, and menu production records;
- Works with vendors to remedy invoicing discrepancies / errors;
- Monitors and analyzes all departmental expenditures;
- Performs cost, trend, and impact analyses;
- Maintains Petty Cash / Imprest Funds;
- Assists with grant writing and related business development administrative tasks;
- Drafts executive-level reports and recommendations on assigned projects to support the Central Kitchen;
- Prepares a variety of regular and special reports for management;
- Prepares correspondences;
- Performs other related duties as assigned.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

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

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications 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.

- ***Please submit a DMV H-6 printout with your application.***

**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.

### **BENEFITS:**

Eligible employees receive the following 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**