



# 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

### JUNIOR ACCOUNTANT I

**REVISED ON:** January 24, 2017

**APPLICATION DEADLINE:**

**OPEN UNTIL FILLED**

**Position no. / Range:** 1248/ 51.00

**Starting Pay:** \$19.97- \$22.05 p. hr.

**Hours of Work:** 7:30 am- 4:30 pm or 8:00 am- 5:00 pm

**Location:** 5660 Copley Dr. San Diego, CA 92111

**Union Status:** Non- Union

**No. of Weeks:** 52

**Status/ Hours:** Full Time/ Non- Exempt

**Dept. Program:** Head Start- Fiscal

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

Under general direction, independently performs professional accounting duties of moderate complexity in the analysis, preparation and maintenance of financial records and reports for assigned accounts and funds for the Fiscal Department. The Jr. Accountant I may have charge of the accounting work of a separate program, or phase of a major NHA department's accounting activity.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of the 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 business data processing particularly related to the processing of accounting and financial information; 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; The operations and requirements of the nonprofit automated general ledger system; the ability to analyze and make sound recommendations on 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; 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:**

- Graduation from a four-year college or university with a major in accounting or a closely related field preferred;  
**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:**

- Performs technical and moderately complex accounting work for assigned local, state and federally funded programs, including setting up, maintaining and reconciling general ledger accounts;
- 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;
- Analyzes cost data and assists in performing special studies, analyses and projects as required by the Association and outside funding sources;
- Verifies charges are made to appropriate program accounts;
- Prepares the reports to the funding sources as needed;
- Works with staff of other sections to resolve technical accounting and reporting issues;
- Verifies fund availability;
- Independently identifies discrepancies, conducts research and confers with program managers and funding source representatives to resolve issues;
- Closes out completed programs, reconciling total expenses to authorized funding;
- Assists staff of other sections in conducting queries and generating special financial and accounting reports.



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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 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 degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. 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.

### **BENEFITS:**

Eligible positions 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.

**\*Medical and dental benefits are provided to regular employees who work a minimum of 30 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**