



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 ACCOUNTING TECHNICIAN

DATE POSTED: May 24, 2017 **APPLICATION DEADLINE:** June 7, 2017

Position no. / Range:	0002/ 47.0	Union Status:	Non- Union
Starting Pay:	\$17.89 -\$19.75 per hour	No. of Positions:	1
Hours of Work:	8:00 am- 5:00 pm	Status/ Hours:	FT / Non- Exempt
Location:	5660 Copley Dr., SD, CA 92111	Dept. Program:	Fiscal

Basic Job Assignment:

Under general direction of the Chief Accountant and the General Manager, Chief Financial Officer, the Sr. Accounting Technician performs paraprofessional accounting duties such as developing, monitoring, and maintaining complex cost reimbursement systems such as e-rate analysis for governmental programs such as Head Start, or acts as a technical specialist with responsibility for the control of major groupings of fund expense categories, budget units, or revenue and expenditure accounts. Training and/or mentoring duties may be required from time to time.

This class is distinguished from the Accounting Technician in that the emphasis of the Senior Accounting Technician is to ensure accuracy of the analysis of e-rate billings for agency and governmental programs, and the implementation of financial guidelines promulgated by the General Manager, CFO to ensure that fiscal operations are in compliance with those guidelines.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of basic bookkeeping practices; basic principles of double entry and accrual accounting; basic budgeting and cost accounting practices and procedures; computerized accounting systems like Abila and/or personal computer spreadsheet software applications; and business math. The ideal candidate will also have the ability to read, interpret, and apply rules, regulations, policies and procedures related to fiscal recordkeeping and accounting functions; compile, analyze, and evaluate fiscal data and reports; make financial projections and forecasts; prepare financial summaries; make arithmetical calculations; create computer spreadsheets and reports; prepare narrative and statistical reports; train staff on department practices and procedures; maintain working relationships with superiors, co-workers; learn accounting structure, financial guidelines, systems, and procedures of the department(s), fiscal program, or agency served; operate business machines; document and maintain sensitive and confidential information; communicate effectively orally and in writing with staff and managers using tact discretion and diplomacy; establish and maintain effective working relationships with all levels of Association management, employees, and others encountered in the course of work; is well organized and is able to plan and prepare in a thorough fashion. The ideal candidate will also have experience working in a culturally and ethnically diverse environment demonstrating cultural competence, awareness, and sensitivity.



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Qualifications:

- Graduation from high school with a diploma or G.E.D. equivalent required;
- Two (2) years of experience performing paraprofessional accounting, such as reconciliation, maintenance, and monitoring of accounts and compilation of financial data; **OR**
- Two years of experience performing duties equivalent to an Accounting Technician or equivalent combination of training, education, and experience that would provide the required knowledge and abilities;
- Experience working with Latino and African-American population preferred; Experience operating a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment;

Example of Major Functions:

- Using established guidelines, analyzes and evaluates revenues or expenditure categories of a department fund and reports the information to the appropriate agency or department heads;
- Analyzes and evaluates financial/statistical data and report on department, division, or fund expenditures and revenues in order to assist with financial statement preparation, ensure compliance with governmental reporting regulations, or for management decisions regarding fiscal issues;
- Participates in the development, modification, implementation, and maintenance of an automated financial tracking and recordkeeping system to improve the efficiency of the accounting unit and to maintain the integrity of the information generated;
- Assists in the research and compilation of information needed to set rates;
- Makes complex cost distributions, apportions indirect costs, and sets up overhead rates in accordance with established guidelines;
- Assists in the preparation of complex documents such as financial statements, monthly invoicing and/or annual departmental budget by compiling and summarizing financial or statistical data for management use;
- Prepares cost, staffing, and utilization analysis as requested/required;
- Researches and corrects complex accounting errors or discrepancies to ensure accurate accounting;



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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. 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. 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.

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.*

ABOUT NHA

The Neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:

Eligible employees receive the following benefits:

- Vacation & Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan (w/ 6% company match);
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Tuition Reimbursement;
- Social Security;

**Medical and dental benefits are provided to regular employees who are regularly scheduled to work a minimum of 30 hours per week.*

INTRODUCTORY PERIOD:

All regular appointees serve a six (6) month 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.



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