



**California  
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

<p><b>PROGRAM/DEPARTMENT</b> Housing / Napa Farmworker Housing Centers</p> <p><b>LOCATION: Napa, CA</b></p>	<p>CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer.</p>
<p><b>JOB DESCRIPTION TITLE:</b> Administrative Assistant /Fiscal Analyst</p>	<p><b>POSITION STATUS:</b> Regular Full-Time      <b>FLSA STATUS:</b> Non-Exempt</p>
<p><b>SALARY: Grade DOE</b></p>	<p><b>PROGRAM HOURS:</b> 40 hours per week, Daily Schedule TBD</p>

**PROGRAM DESCRIPTION:**

California Human Development (CHD) is a private, non-profit, human services program serving the Northern California Area. The **Housing Department** develops and manages housing properties in widely spread communities within the CHD service area.

**SUMMARY:** This position performs routine fiscal and administrative duties within the housing division.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:** Under the direction of the Property Supervisor/Property Management Director, the Administrative Assistant will perform the following duties:

- A. Maintain all Farm Labor Center administrative files.
- B. Assist with Safety Coordinator duties as established by the guidelines of the Corporate Safety Officer.
- C. Perform inventory related tasks as established by the guidelines of the Corporate Inventory Manager.
- D. Provide clerical support to the Napa Valley Farmworker Centers in the areas of data entry, filing and photocopying, including processing letters, memos and reports as directed by the Regional Property Manager.
- E. Maintain office supplies and equipment for all sites.
- F. Off-Site duties at Aytch Plaza Housing Center in Kelseyville: Assist with office and administrative duties in the successful operation of the apartment community to which assigned. To work as a team member responsible for managing the property as a business with a goal to maintain in good physical condition with a sound fiscal operation.

G. Other duties as assigned.

**FISCAL:**

- A. Prepare and input data and disbursement requisitions, including petty cash and personal reimbursements, for the Napa Valley Farmworker Housing Centers. Preparation includes, but is not limited to, checking account codes, vendor names, numbers and addresses and verifying disbursement requisition matches attached supporting documentation.
- B. Process, verify and distribute all Napa Valley Farmworker Centers accounts payable checks in accordance to corporate schedules and policies and Napa County Housing Authority (NCHA) guidelines and regulations.
- C. Receive and responding to all calls or correspondence in regards to all Napa Valley Farmworker Housing Centers accounts payable information including, but not limited to payment inquiries, address changes and other types of inquiries.
- D. Prepare necessary documentation, data input and complete deposits in accordance to the guidelines and regulations established by NCHA.
- E. Maintain deposit files
- F. Prepare management reports as requested by the Property Management Director/Property Supervisor.
- G. Actively participate in the safety program and provide meaningful suggestions for working safely.

**ADDITIONAL DUTIES:**

- A. Collect and process travel and time sheets from staff
- B. Verify the above information for accuracy and completeness
- C. Assist in the processing of new hires, terminations, lodger agreements and status changes.
- D. Collect new, and updated, completed client lodging agreements, house rules and grievance forms from onsite managers
- E. Verify the above information for accuracy and completeness.
- F. Data of the above forms to site rent roll reports and management reports.
- G. Maintain the client files.
- H. Prepare draft thank you letters for On-site manager/ Coordinator for all donations in accordance to the guidelines and regulations established by NCHA.
- I. Determine donations that need to be reported to NCHA.

**KNOWLEDGE , SKILLS AND ABILITIES:**

**LANGUAGE:**

- A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- B. Ability to conduct effective public relations.

- C. Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- D. Spanish speaking and writing ability required.

**MATHEMATICAL SKILLS:**

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.
- C. Create and interpret presentation charts.

**REASONING ABILITY:**

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to solve problems and resolve conflicts effectively.
- F. Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
- G. Ability and desire to inspire motivate and lead individuals.
- H. Ability to maintain own psychological well-being.
- I. Ability to recognize and manage personal bias.

**QUALIFICATIONS:**

**EDUCATION:**

- A. Applicant must have a complete working knowledge of office procedures, MS Word, and Excel software.
- B. AA degree in accounting or finance or in lieu of education three to five years of equivalent work experience with progressively increased responsibilities.

**EXPERIENCE:**

- A. Applicant must have experience with computerized accounting software.

**SUPERVISORY RESPONSIBILITIES:**

NONE

**WORKING CONDITIONS:**

- A) **PHYSICAL DEMANDS:**  
The physical demands described here are representative of those that

must be met by an employee to successfully perform the essential functions of this job.

This position requires:

Frequently:	Sitting, Walking, Seeing, Hearing, Speaking, Standing,
Occasionally:	Stooping, , Lift up to 40 lbs, Squatting, Kneeling Bending, Lift up to 25 lbs, Carrying, Pushing/Pulling
Seldom:	Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**B) WORK ENVIRONMENT:**

This is a fast paced environment and the noise level is usually moderate. May have exposure to hazardous materials.

**CERTIFICATES, LICENSES:**

- Valid California Driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory DMV printout of driving record.
- Fingerprint clearance and background check is required for this position. After an offer of employment has been made the candidate will be required to obtain fingerprint clearance prior to designated start date.

**ACCEPTANCE AND CERTIFICATION:**

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

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Employee's Signature

Date

Supervisor's Signature Date