



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

JOB TITLE:	Administrative Coordinator/Fiscal Analyst
DEPARTMENT/DIVISION:	Housing
REPORTS TO:	Program Director, Property & Asset Management
FLSA STATUS:	Non-Exempt
LOCATION:	River Ranch
REVISED DATE:	08/06/2020

Summary Description: The Administrative Coordinator/Fiscal Analyst performs routine fiscal and administrative duties within the housing division.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Program Director, Property & Asset Management the Administrative Assistant will perform the following duties:

- Maintain all Farm Labor Center administrative files.
- Assist with Safety Coordinator duties as established by the guidelines of the Corporate Safety Officer.
- Perform inventory related tasks as established by the guidelines of the Corporate Inventory Manager.
- 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.
- Maintain office supplies and equipment for all sites.
- 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.
- Other duties as assigned.

FISCAL:

- 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.
- 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.

- 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.
- Prepare necessary documentation, data input and complete deposits in accordance to the guidelines and regulations established by NCHA.
- Maintain deposit files
- Prepare management reports as requested by the Program Director, Property & Asset Management.

ADDITIONAL DUTIES:

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

Supervisory Responsibilities

None

Required Skills and Abilities

- Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- Ability to conduct effective public relations.
- Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- Spanish speaking and writing ability required.
- Ability to use arithmetic skills normally applied in this position.
- Ability to compute rates, ratios, and percentages.
- Create and interpret presentation charts.
- Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- Ability to solve problems and resolve conflicts effectively.
- Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
- Ability and desire to inspire motivate and lead individuals.
- Ability to maintain own psychological well-being.

- Ability to recognize and manage personal bias.

Education and/or Experience

- AA degree in accounting or finance or in lieu of education three to five years of equivalent work experience with progressively increased responsibilities.
- Complete working knowledge of office procedures, MS Word, and Excel software.
- Must have experience with computerized accounting software.

Certificates, Licenses, Registrations

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle

Physical Requirements

Regularly: Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Talk or hear

Frequently: Stand

Occasionally: Stoop, lift up to 40 lbs, squat, kneel, bend, carrying, pulling/pushing

Rarely: climbing, twisting

Vision: No special vision requirements.

Work Environment

Occasionally: Work near moving mechanical parts; Fumes or airborne particles; Risk of electrical shock

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewed by Human Resources: _____ Date: _____