

# Fiscal and Contract Analyst

## POSITION INFORMATION

As stewards of Proposition 10 tobacco tax funding, First 5 Shasta pursues wise investment in programs, activities, and services that benefit children, ages 0-to-5, their families, and the community. Reporting to the Executive Director, the Fiscal and Contract Analyst performs a variety of fiscal management tasks to support the achievement of First 5 Shasta's long-term goals.

This posting is for a full-time (40 hours/week\*) position located in Redding, California with the following salary range:

- Fiscal and Contract Analyst I: \$23.96-\$27.71/Hour, \$49,836.80-\$57,636.80 Annually
- Fiscal and Contract Analyst II: \$25.24-\$29.53/Hour, \$52,499.20-\$61,422.40 Annually
- Sr. Fiscal and Contract Analyst: \$26.78-\$31.33/Hour, \$55,702.40-\$65,166.40 Annually

\*Up to .30 FTE of this position may be covered by grant and other funding

Available benefits include:

- Paid Time Off
- 12 Paid Holidays
- Cafeteria Plan with Benefit Stipend
- Retirement

## EXAMPLES OF ESSENTIAL DUTIES

### Fiscal

Responsible for creating, maintaining and processing all accounts payable/accounts receivable invoices, deposits, reports, and files.

Prepares and maintains budgets, long-range financial plans, and related documents.

Prepares and maintains financial records to carry out annual audit, including the preparation, verification, and documentation of fiscal forms and reports.

Prepares requisitions, orders, notices, and financial records.

### Payroll

Prepares and processes payroll.

Manages all aspects of employee benefit program, including coordination of cafeteria plan and related vendors/services.

Responsible for maintaining all payroll and benefits files.

### Contracting

Develops and coordinates service contracts, commodity contracts, and grant contracts.

Formulates and recommends procedures for processing grants and contracts.

Maintains required documentation for all contracts and grants.

Responds to inquiries from contractors; resolves problems and discrepancies.

### **Grant Management**

Collects, compiles, verifies, analyzes, interprets and reviews fiscal data.  
Reviews contracts to ensure all required documentation is present.  
Utilizes internal databases, spreadsheets, and other tools to collect and monitor fiscal information for annual reporting purposes, in conjunction with program staff.  
Answers the inquiries of and corresponds with community partners and grantees as related to fiscal concerns.

### **General Responsibilities**

Ensures annual compliance with state and local regulations as mandated by the California Children and Families Act.  
Prepares detailed reports, charts, graphs, timelines of events, statistical tabulations, and other documents using various data and statistics.  
Composes correspondence, independently or with minimal direction, from rough draft, marginal notes, or verbal instructions.  
Prepares meeting agendas and minutes.  
Answers the inquiries of and corresponds with community partners and grantees.  
Performs related work as required.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of fiscal and budgetary principles and practices.  
Knowledge of governmental accounting principles.  
Knowledge of the contract process, including standard contracting practices, procedures, and terminology.  
Knowledge of benefits administration and payroll processing.  
Ability to develop budgetary and administrative procedures.  
Ability to collect, interpret, and evaluate narrative and statistical data pertaining to programs, fiscal, and management matters.  
Ability to perform complex tasks using QuickBooks Pro, Microsoft Word, Excel, Access, PowerPoint, Outlook, and Adobe Acrobat X.  
Ability to communicate effectively in writing and orally to prepare a variety of reports, correspondence, and presentations, including easily understood tables and graphs.  
Ability to establish and maintain effective working relationships with those contacted through the course of work; set priorities and meet deadlines.  
Ability to manage a high volume of projects with multiple deadlines and competing priorities.  
Ability to keep supervisor informed in a timely manner regarding progress on projects and plans, initiate and complete work assignments with minimal supervision.  
Ability to actively promote the mission of First 5 Shasta.

These employment standards are typically attained with graduation from an accredited four-year college or university and three years of experience in performing program management, contract management, data management, budgetary, fiscal or accounting work at a professional level. An additional two years of program management, contract management, data management, and budgetary, fiscal or accounting experience may substitute for each year of the college education requirement. Experience working in a lead fiscal role, ideally in a non-profit environment or similar, is preferred.

## **DISTINGUISHING CHARACTERISTICS**

The Fiscal and Contract Analyst I is the entry-level of this classification. Under supervision, incumbent will perform a variety of grant management tasks as outlined above. As skill is gained, supervision is reduced and incumbent performs the required duties more independently. Typically, an individual in this class has a minimum of a Bachelor's Degree plus 2 years' experience. The Fiscal and Contract Analyst II is the experienced level class in the Fiscal and Contract Analyst series. Incumbents in this class perform more complex fiscal and contract management duties under limited supervision. Typically, an individual in this class has a minimum of Master's Degree plus 2 years' experience equivalent to a Fiscal and Contract Analyst I or Bachelor's Degree plus 5 years' experience equivalent to a Fiscal and Contract Analyst I. The Sr. Fiscal and Contract Analyst is the advanced journey level in the series. Incumbents exercise detailed and complex subject matter knowledge with a high degree of independence. An individual in this class typically has a Master's Degree plus 3 years' experience equivalent to a Fiscal and Contract Analyst I or Bachelor's Degree plus 7 years' experience equivalent to a Fiscal and Contract Analyst II.

## **WORKING CONDITIONS**

### **Work Environment**

Small office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually quiet to moderate. We are a drug-free and tobacco-free workplace.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to stand, walk, and use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to sit at a computer monitor, reach with hands, arms and fingers. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. Employee must regularly lift and/or move up to 25 pounds.

## **SPECIAL REQUIREMENTS**

- Possession of a valid California driver's license
- The employee will be expected to use her/his own vehicle for travel within Shasta County.
- Proof of current automobile insurance coverage
- Willingness to be fingerprinted
- The employee may be required to work occasional evenings and weekends

## **APPLICATION & SELECTION PROCEDURES**

First 5 Shasta will accept resumes and responses to the required supplemental questions (below) until 5:00p.m., Friday, January 19, 2018. Applications that do not contain *both* a resume and responses to the required supplemental questions will not be considered complete and will not be reviewed. Please submit the required documents formatted as a Word document or PDF to [Commission@first5shasta.org](mailto:Commission@first5shasta.org). Applicants will be screened and those considered best qualified will be invited to appear for an interview. Interviews will be held the week of January 29, 2018. Meeting the announced requirements does not guarantee inclusion into the selection process.

## **REQUIRED SUPPLEMENTAL QUESTIONS**

Response to the following questions must be submitted with a resume.

1. Please state your total number of years of experience and describe in detail how you meet the minimum requirement of at least three years of experience in performing program management, contract management, data management, budgetary, fiscal or accounting work at a professional level, including any experience in a fiscal lead role.
2. Describe your specific experience developing and managing budgets.
3. Describe your familiarity and skill with QuickBooks Pro, Microsoft Word, Excel, and Outlook.