



JOB DESCRIPTION

Administrative and Finance Analyst

40 hours per week, Full time

Salary Scale: \$55,520-\$68,286

Health Benefits Eligible

First Date Application Screening: July 19, 2019

Position Open Until Filled

About the Position

Under the supervision and direction of the Finance & Operations Director, manages and provides administrative analytical support for fiscal, fund development and related operations. This position performs a variety of analytical and administrative duties of moderate to high scope. Key to this position is attention to procurement activities (development of contracts and service agreements). This position may supervise technical staff.

About the Agency

Pajaro Valley Prevention & Student Assistance, Inc (PVPSA) has been the leader of youth prevention and intervention services in the Pajaro Valley (South Santa Cruz County and North Monterey County). We believe that every young person in our community should have the opportunity to thrive. Our mission is to improve the quality of life of children, youth and families in the Pajaro Valley by providing health education, prevention services, behavioral health services, and by advocating for public policies that protect the health of our community.

Duties and Responsibilities

- Manage all contract agreements with funding partners and in partnership with program leaders, ensure timely submittal of all required documentation including all reports
- Manage and provide analytical support services for the agency's fiscal operations as needed
- Analyzes, researches, gathers and interprets information on a wide variety of management matters such as budgets, legislation, programs, contracts and staffing
- Researches, identifies or develops program monitoring tools that will enable program leads to track program deliverables to address the scopes of work outlined in the agreements
- Provides support in various fiscal areas including but not limited to fiscal journal entries; update accounts to reflect revenue and expenditures; audits accounts for errors and recommends appropriate adjustments; coordinate and reconcile different computer financial systems; reconcile various financial statements to ensure accurate fund accounting; match financial statements with cash amounts; utilize manual and computerized recordkeeping systems; facilitate month end closing processes

PVPSA
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- Provides general accounting and budgetary consultation to departments or programs; responds to inquiries, resolves issues and conflicts, and provides detailed and technical information concerning related standards, practices, laws, codes, regulations policies, and procedures
- Support the Quality Improvement Team with analysis of personnel allocations for program related assessments Maintains and monitors technology inventory
- Assists in preparing audit schedules for financial and programmatic audits
- May be assigned to attend or serve as management liaison at meetings/functions such as committees, task forces, community forums and conferences
- Coordinate and Support administrative duties such as mass mailing and internal, external (public) communication with a broad range of stakeholders

Employment Standards

Knowledge of:

- Principles and practices of procurement management
- Principles and practices of public or business administration
- Principles of mathematical and statistical analysis, preparation and presentation
- Principles of public relations and understanding of fund development

Ability to:

- Work with various excel sheets at any given time
- Manage time effectively given the multiplicity of duties
- Manage online database systems
- Track and analyze a wide variety of complex data and information
- Prepare and present written and oral reports of various types
- Interpret and apply codes, regulations, policies, procedures and guidelines
- Work independently and as a team as needed
- Establish and maintain effective work relationships with all stakeholders
- Provide support and direction to others on projects and activities
- Utilize Microsoft 365 as a primary tool

Training and Experience

Requires a bachelor's degree in business administration, public administration, social services, political science, education or related field from an accredited institution **and** two years of relevant fiscal and administrative experience

Benefits:

PVPSA offers competitive benefits including Paid Time Off, Medical, Dental, Vision, Life and Employer Sponsored Retirement Plan.

This is an exempt position

How to Apply:

If interested, please submit your resume and a cover letter via email or mail to:

PVPSA Human Resources

c/o Beatriz Collazo, Sr. Analyst

email: beatriz.collazo@pvpsa.org

mail: 335 East Lake, Avenue, Watsonville, CA 95076