



Job Title: Contract Analyst
Organization: Asian American Recovery Services, Inc. (AARS)
Dept./Program: AARS Fiscal
Location: South San Francisco
Reports to: Fiscal Director & CBHS Management
Classification: Regular, Full-time, Non-exempt
Salary: \$35,000 - \$40,000 p.a.

Description: The Contract Analyst is a component of the AARS Fiscal and Administrative Departments. The Contract Analyst is responsible for the budget management of the program contracts for San Francisco Service and Fiscal Intermediary contracts for AARS, Inc., an innovative substance abuse prevention, treatment, and research agency serving the greater SF Bay Area.

Responsibilities: This position works under the general guidance of the AARS Fiscal Department. The Contract Analyst makes recommendations to AARS and CBHS management regarding budget development and Fiscal Intermediary program administrative functions. Incumbent regularly makes recommendations to management regarding budget variance monitoring, makes independent decisions, and takes actions of moderate complexity, which impact a small group or program/department. This position is task-oriented and requires self-discipline in order to fulfill objectives.

Primary Duties and Responsibilities (Other related duties as assigned):

Under direction of AARS Fiscal Director, the Contract Analyst will perform the following:

- Record income and expenses in the agency's internal accounting system
- Maintain effective internal controls for the agency's accounting department
- Develop agency's San Francisco DPH contract exhibits and budget documents
- Prepare agency's San Francisco DPH monthly budget/expense reports, annual cost reports, and other reports as requested
- Act as fiscal/budget liaison to San Francisco DPH funding agencies
- Provide schedules and documentation to independent auditors as requested
- Prepare monthly invoices/billings for San Francisco DPH contracts and maintain monthly outstanding grants receivable schedule
- Develop consolidated agency budgets in conjunction with AARS Fiscal Director
- Monitor multiple grants, contracts, and budgets in detail transaction level; reclassify/adjust expenses to assure compliance to budget/contract requirements as needed
- Identify and code cash receivables from different funding sources
- Review expenditure requests for accuracy, completeness, allocation, and coding
- Maintain and update AARS Fiscal Department contract, invoice, and report files
- Review to ensure adequate insurance per San Francisco DPH contracts including facility, automobile, and authorized driver coverage
- Monitor fringe benefits rate to ensure appropriate billing to San Francisco DPH programs
- Attend contract/budget/report training workshops provided by funding organizations

Qualifications:

- Associate's degree in accounting preferred or at least three years of full charged accountant experience.
- Proficiency in MS Excel and MS Word, and familiarity with QuickBooks software
- Excellent oral and written communication skills
- Ability to work independently and able to handle multiple tasks simultaneously
- Ability to maintain employee and client confidentiality and handle client information in a culturally competent manner

Application Procedure:

Position will remain open until filled. Send resume and letter of interest to:

Asian American Recovery Services, Inc.
Attn: Tony Duong
1115 Mission Road
South San Francisco, CA 94080
tduong@aars-inc.org

Or fax to (650) 243-4889

Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.

Asian American Recovery Services, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds, and diverse sexual orientations. Reasonable accommodations will be made for persons with disabilities.

08-16-07