Home Start is a non-profit social services agency located in San Diego, California. We are committed to a community-based collaborative effort to reach children and families at risk in order to prevent child abuse and neglect. Our dedicated staff work on the front lines each day in the battle to keep children safe and help them thrive.

Home Start is seeking a focused, detail-oriented volunteer to support our Fiscal Department on a regularly scheduled basis. Fiscal Assistants will work with the Home Start Fiscal Department, including our CFO, Accounts Payable, Accounts Receivable, Account Coordinators, and Directors of Business and Finance to assist in day-to-day operations at this site. This position is a great opportunity to grow experience in finance and nonprofits. Financial and clerical experience is strongly preferred.

Duties and Responsibilities

- Maintains accurate and up-to-date fiscal department files, records, and documentation.
- Maintains the integrity and confidentiality of financial files and records.
- Provides clerical support to the Fiscal department.
- Efficiently enters data to complete Monthly Income Plan (MIP).
- Copies, scans, and files Accounts Payable (AP) invoices and billing information.
- Create new documents, forms, and reference materials as requested.
- Performs other duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn database entry software.

Location and Commitment:

- Expected to commit to a regular weekly schedule during normal business hours.
- Position located at Home Start Main Office, 5005 Texas Street #203, San Diego CA, 92108

Education and Experience:

- Associate’s degree or relevant experience in related field required.
- Prior related office experience preferred.

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 20 pounds at times.

*Home Start, Inc. is an equal opportunity employer and does not discriminate in the hiring of personnel because of gender, race, color, religion, creed, national origin, ancestry, citizenship pregnancy, age, marital status, sexual orientation, medical condition, genetic information, gender identity or gender expression, physical or mental disability, military or veteran status or any other consideration made unlawful by federal, state or local law.*