



Posted: August 27, 2015
Open Until Filled

POSITION: ACCOUNTING ASSISTANT II-ACCOUNTS PAYABLE

DEPARTMENT: FISCAL SERVICES

POSITION DESCRIPTION:

Under general supervision of the Accounting Manager, the Accounting Assistant II provides varied, responsible, technical fiscal office support in the area of accounts payable. The incumbent performs associated bookkeeping, journal entry, report preparation, and computer processing duties, as well as other related work as required.

DUTIES & RESPONSIBILITIES:

1. Is responsible for all ongoing transactions related to accounts payable, including producing two agency check runs per month.
2. Verifies signatures, account and budget numbers for each invoice; reconciles incoming bills with approved purchase orders or contracts; prepares vouchers or checks for payment; obtains authorized signatures and distributes payments to vendors and contractors; verifies that all journal entries are current prior to generating monthly budget reports; maintains complete vendor, voucher, and other files as required; reconciles balance sheet accounts; and prepares special vendor history reports and 1099 forms.
3. Prepares journal entries for assigned function; reconciles such entries as required.
4. Inputs and retrieves data from a PC-based computer accounting system and Excel; utilizes the computer, following established procedures, to create and maintain files and prepare periodic and special reports.
5. Maintains manual and computerized bookkeeping systems, records, logs, and files; prepares reports and performs a variety of office support and general clerical duties as required.
6. Maintains written internal procedures related to the assigned function, ensuring that such procedures are consistent with other agency functions.
7. Develops and maintains effective working relationships with other agency staff members.
8. With experience can be asked to participate in ongoing cross-training to a less experienced accounting office assistant. Reports to the Accounting Manager as to the progress of such cross-training.

9. Provides special reports as required by other agency staff members (i.e. CEO, CFO, auditor and the human resources department).
10. As directed by the Accounting Manager, reconciles errors and questionable records.
11. As necessary, provides support to other fiscal functions, including the daily logging and distribution of all incoming agency cash and checks.
12. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
13. Develops and maintains effective working relationships with staff members, and with representatives of outside organizations, including governmental and community organizations and others in regular contact with the agency.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge:

- of computerized bookkeeping, journal entry and reconciliation, and related accounting office procedures and practices relating to the functions of accounts payable;
- of general office practices, including filing, report preparation, and the use of standard office equipment; and
- of basic accounting principles.

Skill:

- in preparing, researching and maintaining a variety of records, reports and forms related to an assigned accounting function;
- in reconciling data and solving fiscal problems;
- in using Excel software (Advanced Skill Preferred);
- in making accurate arithmetic calculations;
- in rapidly learning the specific policies and procedures of the agency;
- in using sound independent judgment, prioritizing work, and meeting critical deadlines;
- in communicating effectively with other agency staff and with representatives of funding organizations, banks, insurance companies and vendors;
- in filing accurately; and
- in using a variety of standard office equipment, including a personal computer to input, generate, and retrieve data.

OTHER REQUIREMENTS:

- Demonstrated experience in technical or clerical work in an accounting office.

- Must have experience using an in-house computer system; educational background in accounting from a college or technical school and grant accounting experience is desirable, but not required.
- Must have experience with computerized bookkeeping systems.
- 10 Key by touch.
- Ability to lift, bend, carry, climb stairs, etc. as needed. Must be able to work at a computer for full workdays. Must be able to lift up to 25lbs.
- Must pass a criminal background check and maintain a clean record.
- Must possess a valid California Driver's License, have use of a reliable motor vehicle incidental to the performance of the work and be insured.

UNION:

The Accounting Assistant II position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, 30 hr/week position.
- The starting rate of pay \$12.34/hr.
- Regular onsite attendance is required.

BENEFITS:

- For employee: paid medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 30 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 30 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The Community Bridges general application may be downloaded at:
<http://www.communitybridges.org/employment>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion or religious dress and grooming, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, breastfeeding, gender, gender identity/expression, color, familial or parental status, marital status, or medical condition.