



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Posted: February 15, 2017
Application deadline: February 20, 2017
Internal Recruitment
Open Until Filled

POSITION: Accounting Assistant IV

PROGRAM: Fiscal Services

POSITION DESCRIPTION: Under general supervision of the accounting manager, is capable of providing varied, responsible, technical fiscal office support in the following areas: payroll, accounts receivable and accounts payable. Performs associated bookkeeping, journal entry, report preparation, and computer processing duties; works independently to reconcile a variety of accounting problems; instructs less experienced accounting assistants; performs related work as required.

DUTIES & RESPONSIBILITIES:

1. Is capable of performing the ongoing transactions related to the following fiscal functions:
 - a. Payroll—prepares a bimonthly payroll, which includes verifying information submitted and balancing computer-generated reports and checks; maintains employee payroll records; reconciles balance sheet accounts; prepares required tax, workers' compensation, and related insurance 401(k) retirement reports and records; ensures that all payroll procedures are consistent with Agency personnel policies.
 - b. Accounts Payable—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; prepares special vendor history reports, and 1099 forms.
 - c. Accounts Receivable—prepares submits and monitors requests for funds, and reports on expenses to funding agencies; receives all program monies, prepares bank deposits, and reconciles bank statements for a variety of accounts; reviews budget detail for accuracy and completeness; affects collection of monies from diverse sources due to agency for services provided; maintains cash flow and cash in transit records; reconciles all balance sheet

accounts; develops and maintains necessary accounting records for printing and similar ancillary agency services.

2. Prepares journal entries for all functions; reconciles such entries as required.
3. Inputs data to and retrieves data from a PC-based accounting system and the Excel spreadsheet program; utilizes the computer, following established procedures, to create and maintain files and prepare periodic and special reports.
4. Confers with accounting manager and other staff to offer criticisms and suggestions regarding existing and proposed computer software, record keeping systems, and procedures relating to the assigned function(s).
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. Uses standard office equipment such as typewriter, calculator, and copy reproduction equipment.
7. Prepares and maintains written internal procedures related to the assigned functions, ensuring that such procedures are consistent with other agency functions.
8. Instructs and provides hands-on training to other accounting assistants; provides accounting manager with assessment of the job performance of lesser accounting assistants.
9. Provides special reports as requested.
10. As directed by the accounting manager, reconciles errors and questionable records.
11. May assist to monitor and analyze budgets on an ongoing basis to assure that available funds are properly expended and budgetary limits are observed.
12. Assists with the preparation and maintenance of internal financial reports.
13. Develops and maintains effective working relationships with other agency staff members.
14. 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.

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, including the functions of payroll, accounts receivable, and accounts payable;
- basic budget analyses techniques;

- general office practices, including filing, report preparation, and the use of standard office equipment;
- computer processing applications and techniques for smaller agencies; and
- basic accounting principles.

Skill in:

- preparing, researching, and maintaining a variety of records, reports and forms related to an assigned accounting function;
- training employees in various accounting functions and reconciliation techniques;
- reconciling data and solving fiscal problems;
- assisting to monitor and analyze budgets;
- reading and interpreting regulations and policies;
- making accurate arithmetic calculations;
- rapidly learning the specific policies and procedures of the agency;
- using sound independent judgment, prioritizing work, and meeting critical deadlines;
- using a variety of standard office equipment, including a personal computer to input, generate, retrieve and manipulate data;
- communicating effectively with other agency staff and with representatives of funding organizations, banks, insurance companies and vendors; and
- dealing tactfully, cooperatively, and effectively with other agency staff members, community organizations, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

OTHER REQUIREMENTS:

- Several years of technical or clerical experience in an accounting office, which includes experience working and, a complete understanding of at least two of the following functions: Accounts Receivable, Accounts Payable or Payroll.
- Experience must have included use of an in-house computer system.
- Accounting and/or grant accounting degree preferred, but not required.

UNION:

This position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, 40 hr/wk position.
- The starting rate of pay for this position is \$16.22-\$19.59/hr, depending on experience.

BENEFITS:

- For employee: shared cost 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 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 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.
- Paid lunch.

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 application may be downloaded at: <https://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 age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.