



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*To enrich lives through a continuum of education and wellness services.*

## JOB ANNOUNCEMENT

### ACCOUNTING CLERK

**DATE POSTED:** December 12, 2018

**APPLICATION DEADLINE:** Open until filled

**Position #/Range:** 0340/ 43.0

**Union Status:** Non-Union

**Starting Pay/Range:** \$15.49 - \$17.10 per hour

**Status/Hours:** Full Time/ Non-Exempt

**Hours of Work:** 8:00 a.m. - 2:00 p.m.

**# of Weeks:** 52

**Location:** 5660 Copley Dr., SD, CA 92111

**Dept./Program:** Fiscal/Head Start

#### **Basic Job Assignment:**

Under the general supervision of the Budget Manager, prepares processes, maintains, and verifies accounting documents and records; performs data entry for accounting transactions; and performs related duties as assigned.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, team player who possesses a solid understanding of; procedures, basic practices, documents and terminology used in recording financial transactions and maintaining financial records; bookkeeping and elementary accounting methods and practices; standard office practices and procedures; the ability to operate a computer, spreadsheet software, and other standard office equipment with speed and accuracy. Make calculations and tabulations; review fiscal and related documents accurately and rapidly; learn, interpret and apply the Association's general ledger coding structure. Make decisions in accordance with Association policies and procedures. Prepare clear and accurate financial records and reports. Communicate using tact, objectivity, and confidentiality. Work effectively and courteously with Association staff, vendors and others encountered in the course of work; is well organized and able to prioritize, plan, prepare, and follow through on assigned tasks in a thorough fashion; has excellent oral and written communication skills and the ability to understand and carry out both oral and written instructions. The ideal candidate must demonstrated experience working with culturally and ethnically diverse, low income or no income families and unique populations.

#### **Qualifications:**

- High school diploma or GED equivalent; **AND**
- One year of experience in performing financial or statistical recordkeeping duties; **OR**
- An equivalent combination of training and experience.



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### **Examples of Essential Functions:**

- Reviews documentation for accuracy and creates reports;
- Input Head Start requisitions to RQPO system;
- Works with departments and Head Start staff to resolve discrepancies;
- Performs backup work for other department staff, maintaining files, printing and reviewing reports, answering telephones, researching transactions, pulling information and copying documents;
- Participates in a variety of departmental tasks for cross-training purposes;
- Document and records filing;
- Association policies, procedures, practices, terminology and codes used in accounts receivables and payable processing;
- Basic practices, documents and terminology used in recording financial transactions and maintaining financial records;
- Bookkeeping and elementary accounting methods and practices;
- Operations of the Association's automated general ledger system, with particular emphasis on the purchasing and accounts payable elements;
- Standard office practices and procedures;
- Prepare clear and accurate financial records and reports;
- Maintain confidential information regarding employee records and Association business;
- Work effectively and courteously with Association staff, vendors, and others encountered in the course of work.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org). Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.

**NOTE:** *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.*

### **BENEFITS:**

Eligible employees receive the following benefits: Vacation;

- Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan;
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Social Security;

*\*Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

### **INTRODUCTORY PERIOD:**

All regular appointees serve six (6) months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

*This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.*

**Please note that offers of employment are only valid if they are made by the Human Resources Department.**