

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

SENIOR ACCOUNTING TECHNICIAN **1041-0208-OC**

SALARY: **RANGE 49.5** **\$19.1013- \$21.0842 Hourly**

FILING DEADLINE: **Applications are being accepted until filled.** Applications and job announcements may be obtained at the above address and the following locations: 841 South 41st Street, San Diego, CA 92113, and at the North County Area offices: 5841 Edison Place, Suite 110, Carlsbad, CA 92009; 157 E. Valley Parkway, 1-C, Escondido, CA 92025 or you may refer to www.neighborhoodhouse.org.

EMPLOYMENT OPPORTUNITY: There is one full time position available at the Copley Administrative Office.

DUTIES:

Prepare miscellaneous accounts receivable invoices and journal entries for accounts receivables and cash receipts; complete cash receipt forms and prepare and make bank deposits; process invoices for payment in accordance with NHA policies and procedures; ensure timely processing to receive payment discounts; verify the accuracy of invoices; reconcile and resolve discrepancies in supporting documentation; answer questions from departments regarding payments; maintain files of supporting documents, pay requests and related materials; prepare reconciliations, schedules and confirmations for assigned accounts; prepare journal entries for review and process accounting transactions; file accounting documents and reports; generate, sort, copy and distribute standard accounting reports and documents and ad hoc reports as requested.

MINIMUM QUALIFICATIONS:

Education, Training and Experience: Graduation from high school or G.E.D. equivalent; and three years of progressively responsible experience in performing financial or statistical recordkeeping; or an equivalent combination of training and experience. College-level course work in accounting and/or bookkeeping is desirable.

Knowledge of: Basic accounting practices and procedures; Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping; Fundamental accounting and internal control policies and procedures; NHA's Chart of Accounts, general ledger system and associated practices and procedures for processing accounting information and interpreting input and output data; Standard office practices and procedures, including filing and recordkeeping; Basic principles and practices of business communication.

Ability to: Operate a computer and standard word processing and spreadsheet software and other standard office equipment; organize, set priorities and exercise sound judgment within established guidelines; interpret, apply and reach sound decisions in accordance with applicable laws, rules, regulations, policies and department procedures; make calculations and tabulations and review fiscal and related documents accurately and rapidly; understand and carry out written and oral instructions; prepare clear and accurate financial records, reports and correspondence; work effectively and courteously with NHA staff, representatives of other agencies, vendors and others encountered in the course of work.

LICENSES AND CERTIFICATION: Valid California Driver's License

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

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.