



Accountant – Full Time JOB DESCRIPTION

Job Title:	Accountant - Full Time
Reports To:	Director of Finance and Administration
FLSA Status:	Non-Exempt
Department:	Administration
Location:	Headquarters, 1130 W Slauson Avenue L.A. CA 90044
Prepared By/Date:	Federico Castillo 10/02/23
Pay Range:	\$25 - \$35 per hour

Summary: The Accountant will work closely with the Director of Finance and Administration to maintain accurate financial records for the organization. He or she will have responsibilities in purchasing, accounts payable, accounts receivable, cash management, and financial administration.

Essential Duties and Responsibilities:

- Assist the Director of Finance and Administration with all aspects of maintaining accurate financial records for the organization.
- Maintain accounts payable system, including inputting bills to Bill.com
- Reconcile monthly credit card purchases with receipts and pertinent backup documentation.
- Prepare monthly reconciliation of benefits: retirement, medical, UNUM, and WC insurance.
- Coordinate purchasing and delivery of supplies and other purchases as assigned.
- Prepare monthly analysis of all general ledger accounts.
- Assist the Director of Finance and Administration in the preparation of audits.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience:

- Accounting coursework and job related experience with accounts receivable, accounts payable and computerized accounting software.
- Business degree in Accounting preferred.
- Computer experience; MS Word and intermediate MS Excel a must.
- Experience in QuickBooks a must.
- Excellent organizational skills and multitasking abilities.
- Careful attention to detail and ability to work independently with minimum supervision.
- Ability to communicate and work effectively with staff from various backgrounds and disciplines.

Language Ability:



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Ability to read and comprehend the English language to follow instructions, and prepare correspondence and memos.

Math Ability:

Understand basic accounting procedures.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office especially MS Word and MS Excel.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Accounts Payable and Accounts Receivable will encounter staff with the following tasks:

- Processing of expense reimbursement
- Ordering of office and program supplies
- Office equipment maintenance
- Maintain personnel records for medical, dental, 403B and life insurance including workers compensation and short/long term disability

The Accounts Payable and Accounts Receivable will encounter vendors with the following tasks:

- Receive and review vendor invoices daily; date stamp, code and input into accounting system
- Process weekly check run for payment and signature and follow through to distribution, mailing and filing
- Maintain communication with benefit administrators regarding updates and/or changes



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The Accounts Payable and Accounts Receivable will:

- Receive cash and check contributions on a daily basis
- Prepare and deliver deposits to the bank daily
- Record deposits in the accounting system and maintain accurate records

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 10 -20 pounds. Specific vision abilities required by this job include Close vision and Distance vision. While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use their hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

If you are interested in applying for this position, please submit your cover letter and resume to: HR@vsedc.org