



## POSITION DESCRIPTION

**POSITION TITLE:** STAFF ACCOUNTANT  
**SALARY LEVEL:** DOEE  
**BENEFITS:** Kaiser Health Ins., Blue Shield Dental, Vacation/Sick/PTO Accrual  
**DEPARTMENT:** Administration  
**REPORTS TO:** Director of Finance  
**DESIGNATION:** Full Time – Non-Exempt  
**HOURS:** Monday through Friday; 8 a.m. – 5 p.m.

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**POSITION SUMMARY:** Performs various clerical accounting tasks according to standard operating procedures. These tasks include processing invoices, time cards, payroll, and completing related documentation and reporting functions. Responsible for computer input, data recording and statistical analysis. The Staff Accountant reports to the Director of Finance.

### DUTIES AND RESPONSIBILITIES:

- Processes and posts a variety of accounting transactions such as payroll time cards, cash receipts, invoices, payments, and expenses by verifying accuracy of documentation and balances, compiling data and preparing appropriate forms and reports.
- Enters and verifies data into Quickbooks computerized accounting system to research questions, generate reports, or update spreadsheet information which may include cash receipts, invoices and/or employee time cards.
- Maintains integrity of database accounting systems by regularly updating files, reports and spreadsheets, which includes vendor lists, purchase order account balances, employee payroll data or similar information.
- Performs daily data entry functions of budget, purchase order adjustments and journal entries, and expenditures.
- Performs assigned preparation of bank deposits and fund transfer checks.
- Responds to vendor and staff requests for account information.
- Performs assigned account reconciliation functions per established routine and interval such as monthly payroll bank account.
- Processes and distributes annual 1099 forms.
- Compiles and records statistical data for grant sources, inputs data into computer, maintains case work files and appropriate agency forms, and prepare all required statistical reports
- Compiles and prepares monthly comparative statistical reports for internal management
- Assist Director of finance in preparation of grants/funding requests
- Performs assigned financial aspects of Human Resources, including Workers' Comp, 403(b) retirement plan contributions, unemployment claims, medical and dental benefits, and employee PTO (Paid Time Off) balances.

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- Performs assigned financial aspects of all insurance policies including general liability and property, directors' and officers', and automobile policies.
- Assists with the filing of tax returns and all required forms with various federal, state, and local governing bodies.
- Assists with the financial or grant audits, as needed.
- Attends Board, committee, or management meetings, as needed.
- Performs grants management or other accounting clerical tasks or duties as assigned.

**MINIMUM REQUIREMENTS:**

- Bachelor's Degree in Accounting or in related field preferred
- At least two (2) years of accounting experience with government grant administration highly desirable
- Certification in the 40 hour DV victim services training required by the state to be completed within 90 days of employment.
- Thorough knowledge of accounts payable, receivable, and payroll accounting functions
- Computer literate, possessing skills in QuickBooks, Microsoft Excel, Microsoft Word, and Outlook. Knowledge of Access database is preferred
- Familiar with budgeting, fund accounting, GAAP and OMB Circulars, and basic office procedures
- The ability to meet deadlines is essential. Ability to handle and prioritize multiple tasks and/or projects
- Ability to work independently and cooperatively as a team member with minimal supervision
- Strong interpersonal, as well as written and oral communication skills, exceptional planning and organizational skills, and research skills.
- Bilingual desirable: English/Spanish
- Must be able to pass a background check
- Valid CA driver's license; own automobile, and auto liability insurance required

Submit resume with cover letter and salary requirement to

To: Su Casa ~ Ending Domestic Violence

Attn: Edith Matthews

Fax: 562.421.8117

Email: [info@sucasadv.org](mailto:info@sucasadv.org)

Subject: Staff Accountant

**This job description is not intended to be all-inclusive. Su Casa ~ Ending Domestic Violence reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.**

AMERICANS WITH DISABILITIES ACT COMPLIANCE INFORMATION: To comply with the Americans with Disabilities Act and other applicable laws ensuring equal opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless an undue hardship, direct threat to health and safety or other job related consideration exists.