

## **Job description**

### **Accounting Clerk**

Compensation: \$21.00 - \$23.00 per hour - based on experience

Full-Time(non-exempt)

Reports to: CFO

**To apply, please send a cover letter and resume to [hr@casafamiliar.org](mailto:hr@casafamiliar.org). Please include your first and last name, along with the position title for which you are applying, in the subject line of the email.**

**Casa Familiar requires that all employees be fully COVID 19 vaccinated. The successful candidate must be fully COVID 19 vaccinated and provide proof prior to their start date.**

Casa Familiar seeks individuals that performs all job assignments with a positive attitude and supports Casa Familiar's mission. Casa seeks to employ individuals that share both Casa's Mission and values.

**Casa Familiar's mission is to** enhance quality of life for people living in underserved and underrepresented communities.

#### **Background:**

Casa Familiar (Casa) was founded in 1973 and is a 501(c)(3) community-based organization dedicated to serving residents in South San Diego County and specifically the border community of San Ysidro.

Casa Familiar is looking for an Accounting Clerk that will work to support Casa's Mission and Values. To achieve this the Accounting Clerk must facilitate a positive attitude, a "can-do" attitude and desire to help support the community we serve all while demonstrating

Casa's Values: **RESPECT, INTEGRITY, FAMILIA, COLLABORATION, CULTURE AND COMMUNITY.**

#### **Primary Role**

We are looking for a skilled Accounting Clerk to perform a variety of accounting, bookkeeping, and financial tasks. The successful accounting clerk should be familiar with all accounting procedures and have a flair for numbers. As an Accounting Clerk, you will ensure that the company's daily accounting functions run accurately and effectively. The ideal candidate will support the CFO, the accounting department and Human resources.

#### **Primary Duties/ Responsibilities:**

- Perform activities to ensure accurate and timely billing of accounts
- Must possess a vehicle to be able to drive to the bank to make bank deposits and drive to pick up mail, etc., and any other errands as needed.
- Accounting Clerk responsibilities include keeping financial records updated, preparing reports, and reconciling bank statements
- You will run accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts
- Provide accounting and clerical support to the accounting department
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in the database
- Provide assistance and support to company personnel
- Research, track, and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Provide accounting and clerical support to the accounting department and/or any other department
- Any other assignments as assigned by the CFO/CEO

**HR Responsibilities- 15%**

- Provide support to the HR Department with various tasks as needed.
- Clerical duties (sorting, filing documents, etc.)

**Accounting and Admin Responsibilities - 85%**

- Accounting Clerk should be familiar with basic accounting procedures
- Must have reliable transportation to do errands
- Must possess a Valid California Driver's License
- Attendance and Punctuality is a MUST
- Competency in MS Office, databases, and accounting software
- Hands-on experience with spreadsheets and financial reports (preferred)

- Accuracy, attention to detail
- Familiar with Quick books (preferred)
- Ability to perform filing and record-keeping tasks, data entry, and word processing skills
- Bilingual is a MUST (English and Spanish) Excellent written and verbal communication skill in both English and Spanish.
- Ability to connect with people from diverse ethnic and socioeconomic backgrounds
- Excellent organizational, communication, presentation, and interpersonal skills
- Ability to multitask, prioritize last-minute changes, and work well under pressure.
- Ability to work independently and as part of a team.
- Ability to use good judgment, maintain confidentiality, and be resourceful and proactive when dealing with issues that may arise
- Must be able to Pass Live Scan

**Education:**

- High School Diploma or equivalent required

**Additional Requirements:**

Must be able to attend various community events and meetings that may be scheduled outside of regularly scheduled hours, including weekends. Responsibilities vary during these events and meetings.

Employees are expected to help with organized outreach efforts that may include door-to-door outreach and dissemination of information.

A background check is required. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time, non-exempt position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

**Physical, Mental & Environmental Requirements:**

Due to the nature of this work, in order to successfully perform essential job functions, the Accounting Clerk will need to:

- Stand and walk more than 2/3 of the time; to talk and hear, reach with hands and arms, and to use hands to finger, handle, or feel 1/3 to 2/3 of the time. The employee is

required to climb or balance, stoop, kneel, crouch, or crawl; and taste or smell less than 1/3 of the time. The employee may need to lift and/or move up to 25 pounds more than 2/3 of the time and up to 50 pounds 1/3 to 2/3 of the time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- While performing the job duties, the employee will regularly be exposed to wet and humid conditions, fumes or airborne particles, outdoor weather, and risk of electrical shock. The employee may be exposed to work near moving mechanical parts, work in high or precarious places, toxic or caustic chemicals, cold & hot temperatures, and high winds 1/3 to 2/3 of the time. The noise level in the work environment can also be high from time to time.
- Must be able to lift/push/ pull up to 50lbs
- Must be able to sit/stand for prolonged periods

Casa Familiar is an equal employment opportunity employer. Casa does not and shall not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Benefits:**

- 403 (b)
- Retention
- Dental Insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Schedule:**

- 8 hour shift- Monday to Friday from 8am to 5pm

**Work Location:** In person