Casa Familiar
Enhancing Quality of Life

119 West Hall Avenue
San Ysidro, CA 92173
619-428-1115
www.casafamiliar.org

POSITION DESCRIPTION
Accounting Assistant

Classification: Full-Time (Non-Exempt)

Salary Range: $21 - $23 an hour

Reports to: CFO/Sr. Staff Accountant

To Apply: Submit resume to hr@casafamiliar.org

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's mission is to enhance quality of life for low-income individuals and families through advocacy, social services, education, affordable housing, arts and culture, and community and economic development. **Casa's values are RESPECT, INTEGRITY, FAMILIA, CULTURE, AND COMMUNITY.**

Casa seeks to employ individuals that perform all assignments with a positive "can-do" attitude while demonstrating organizational values. Ideal employees have a strong desire to support Casa Familiar's mission and the community we serve.

JOB SUMMARY:

The Accounting Assistant will support the finance team with day-to-day accounting tasks and assist in maintaining accurate financial records for the organization. This position plays a critical role in ensuring that financial data is properly recorded, processed, and reported in a timely manner to support the organization's financial health and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Data Entry and Recordkeeping:**
  - Assist with entering financial transactions into accounting software.
  - Maintain accurate and up-to-date records of all receipts, invoices, and payments.

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  - Help with the preparation and processing of monthly bank reconciliations.
- **Accounts Payable and Receivable:**
  - Support the Accounts Payable process, ensuring timely payment of invoices and managing relationships with vendors.
  - Assist in monitoring accounts receivable, including tracking outstanding payments and sending reminders to donors, clients, or partners.
- **Grant and Fund Management Support:**
  - Assist in tracking and categorizing expenses related to grants and fundraising campaigns.
  - Help prepare financial reports for grantors, donors, and government agencies as needed.
- **Payroll Assistance:**
  - Assist with preparing payroll data, ensuring accurate and timely processing of employee salaries.
  - Maintain payroll records and ensure compliance with relevant tax laws and regulations.
- **Financial Reporting Support:**
  - Prepare and assist with month-end and year-end financial reports for internal review and audits.
  - Support the creation of reports for senior leadership, Board members, and donors as needed.
- **General Administrative Support:**
  - Provide general office support to the accounting team, including filing, data organization, and document management.
  - Assist in responding to accounting inquiries from staff, vendors, and donors.
- **Compliance and Internal Controls:**
  - Ensure compliance with relevant financial regulations, policies, and procedures.
  - Help with audit preparation and any other compliance tasks as requested by the Finance Manager.

SKILLS, EXPERIENCE, AND EDUCATIONAL REQUIREMENTS:

- **Education & Experience:**
  - Prior experience in an accounting role, preferably in a non-profit or similar environment.
  - Familiarity with QuickBooks is preferred.
- **Skills & Abilities:**
  - Strong attention to detail and organizational skills.
  - Ability to manage multiple tasks and meet deadlines.
  - Excellent communication skills and a collaborative team player.
  - Understanding of basic accounting principles and financial statements.
  - High level of proficiency with Microsoft Excel or similar spreadsheet software.

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  - Knowledge of non-profit financial regulations and grant management is a plus.
- **Personal Attributes:**
  - Strong work ethics and a desire to contribute to a meaningful cause.
  - A proactive and positive attitude, with the ability to solve problems and adapt to new challenges.
  - Discretion in handling sensitive financial information.
  - Other duties as assigned by CEO or CFO.

ADDITIONAL INFORMATION:

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb., and being able to drive to the bank and do other errands pertaining to organizational operations.

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, exempt position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

Casa Familiar is an equal employment opportunity employer. Casa does not and shall not discriminate since 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 SUMMARY:

- Medical, dental, vision, and life insurance
- 403(b) Retirement – Casa contributes 3% of your annual income.
- Vacation, Wellness days, Sick time, Bereavement and Jury Duty
- Mileage Reimbursement