



Posted on Wednesday, July 23, 2008

**POSITION: Limited Term ACCOUNTING ASSISTANT I
Accounts Payable**

PROGRAM: FISCAL SERVICES

POSITION DESCRIPTION:

Under general supervision of the Accounting Manager, provides technical accounting office support in the area of accounts payable; verifies signatures, account and budget numbers for each invoice reconciles incoming bills with approved purchase orders or contracts; prepares vouchers or checks for payment; obtains authorized signatures and distributes payments to vendors and contractors; verifies that all journal entries are current prior to generating monthly budget reports; maintains complete vendor, voucher, and other files as required; reconciles balance sheet accounts; prepares special vendor history reports, and 1099 forms; performs related work as required.

THIS IS A TRAINING POSITION AND THE INCUMBENT WILL LEARN TO PERFORM THE FOLLOWING DUTIES AND RESPONSIBILITIES THROUGH THE AQUISITION OF THE DESCRIBED SKILLS AND KNOWLEDGE.

DUTIES & RESPONSIBILITIES:

Verifies signatures, account and budget numbers for each invoice and reconciles incoming bills with approved purchase orders or contracts;

Prepares vouchers or checks for payment;

Obtains authorized signatures and distributes payments to vendors and contractors;

Assists in maintaining complete vendor, voucher, contract and other files as required.

Prepares journal entries for assigned functions; reconciles such entries as required.

Inputs data to and retrieves data from a PC-based accounting system and the Excel spreadsheets; utilizes the computer, following established procedures, to create and maintain files and prepares periodic and special reports.

Maintains manual and computerized bookkeeping systems, records, logs and files; prepares reports.

Uses standard office equipment such as a typewriter, calculator, fax machine, and copy reproduction equipment incidental to the performance of the work.

Prepares bank deposits and reconciles bank statements for a variety of accounts.

Performs a variety of office support and general clerical duties as required.

Develops and maintains effective working relationships with other Agency staff members.

Provides special reports as required by other agency staff members (i.e. Agency Administrator, Fiscal Officer, and Auditor).

Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

MINIMUM REQUIREMENTS:

Knowledge:

*of bookkeeping, journal entry and reconciliation, and related accounting office procedures and practices, with particular reference to the functions of accounts payable; and

*of general office practices, including filing, report preparation and the use of standard office equipment.

Skill:

*in preparing, researching and maintaining a variety of records, reports and forms related to the accounts payable function;

*in reconciling data and solving fiscal problems;

*in making accurate arithmetic calculations;

*in rapidly learning the specific policies and procedures of the agency;

*in using sound independent judgment, prioritizing work, and meeting critical deadlines;

*in communicating effectively with other agency staff and with representatives of funding organizations, banks, insurance companies and vendors;

*in filing accurately;

*in using a variety of standard office equipment, including a personal computer to input, generate and retrieve data; and

*in typing at a speed of 45 wpm.

OTHER REQUIREMENTS:

*Must have experience with computerized bookkeeping systems.

*position requires some lifting and bending.

*position requires lifting up to 20 pounds for inventory and deliveries as needed.

Union:

The Accounting Assistant I Trainee position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

The salary for this position is \$11.50, 40 hours per week- **Limited term** for up to four months.

BENEFITS:

Paid sick and holiday leave.

TO APPLY:

Pick up job description and application at COMMUNITY BRIDGES. 236 Santa Cruz Ave., Aptos, CA 95003. Lorenep@cbridges.org

APPLICATION DEADLINE:

Completed application form must be returned to COMMUNITY BRIDGES by Tuesday, July 29, 2008 at 5:00 p.m.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

actastll.job

8/83rev; 7/84; 2/85; 6/86; 4/87; 6/87; 8/87; 11/89; 7/08.