



JOB ANNOUNCEMENT

ANNOUNCEMENT DATE: November 18, 2011
POSITION: Staff Accountant
Fiscal Department / Central Administration
START DATE: Immediate Opening
HOURS: Full-time, Non-Exempt
SALARY: Commensurate with experience

SUMMARY: Under the direction of the Financial Controller, the Fiscal Accountant will perform accounting functions, including compiling, entering and maintaining data, and preparing and processing deposits, checks, check requests, invoices, reports, claims, payroll, reconciliations, and other fiscal duties as indicated below.

MINIMUM CRITERIA:

- BS degree in accounting and one year experience in accounting or two years education plus three years experience in accounting. B.A. or B.S. in accounting or related fields.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.
- Must pass background check including but not limited to Live Scan Fingerprinting.
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DUTIES AND RESPONSIBILITIES:

- Process payroll, maintain payroll records and track agency compliance with payroll policy.
- Prepare payroll reports as needed for outside sources (Workers Compensation Insurance, EDD, etc.)
- Prepare monthly, quarterly and annual claims for funding sources.
- Prepare period end reconciliations of general ledger and sub-ledger accounts.
- Prepare period end accounting adjustments.
- Maintain accounts receivables to include communication with funding sources regarding past due accounts, and notifying Financial Controller of past due-situations.
- Input cash receipts.
- Analyze budget reports for contract compliance. Prepare necessary journal entries.
- Assist Financial Controller in maintaining a binder with pertinent contract information.
- Assist in performing duties of Fiscal Accounting Clerk in their absence.
- Assist in agency audits to include gathering data, photocopying data, setting up binders and preparing audit schedules.
- Run reports using agency accounting software.
- Type reports, make phone calls and fax information as requested by the Financial Controller.
- Prepare and maintain fixed asset information.
- Assist Financial Controller in preparing compliance reports for various outside agencies.
- Assist in training of new fiscal staff and current agency staff.
- May perform some duties of Financial Controller in their absence.
- Special projects as needed.
- Other duties as requested.

QUALIFICATIONS:

- BS degree in accounting and one year experience in accounting or two years education plus three years experience in accounting. B.A. or B.S. in accounting or related fields.
- Knowledge of GAAP (Generally Accepted Accounting Principles).
- Ability to input data accurately and run reports using accounting software.
- Strong analytical skills.
- Ability to create and work with spreadsheets using Microsoft Excel
- Ability to create and produce correspondence and emails using Microsoft Word and Outlook.
- Ability to use a ten key calculator and typewriter.
- Ability to work well under pressure and meet deadlines.
- Ability to work independently with minimal supervision; self-starter comfortable with taking initiative.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks simultaneously, prioritizes and successfully brings them to fruition.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality with regard to sensitive or proprietary information or materials.
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General.
- Must pass background check, including but not limited to Live Scan Fingerprinting.

ADDITIONAL PREFERRED EDUCATION AND/OR EXPERIENCE WHICH IS A PLUS:

- Knowledge of fund accounting.
- Knowledge of Micro Information Products fund accounting software.

MISCELLANEOUS:

Must have own transportation for business purposes. If employee drives his/her personal automobile for UPAC business, employee must have a valid driver's license and comprehensive automobile insurance coverage, as required by law.

TO APPLY:

Please email or fax your resume and cover letter to the UPAC Human Resources Department AND the UPAC Fiscal Department:

Human Resources Department
Union of Pan Asian Communities
1031 25th Street
San Diego, CA 92102
Fax: (619) 232-4113
Email: lpassons@upacsd.com

UPAC Fiscal Department ATTN: Annette Phan
Union of Pan Asian Communities
1031 25th Street
San Diego, CA 92102
Fax: (619) 235-9007
Email: aphan@upacsd.com