

JOB ANNOUNCEMENT



Position Title: Accounting Specialist

Program: Fiscal Department - Administration

Classification: Non-Exempt, Full Time 40 hours a week

Summary and Range of Authority: Under the direction of the Financial Controller, the Staff 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.

Essential Duties and Responsibilities:

- Process payroll, maintain payroll records, accrual 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 monthly bank reconciliations journal entries.
- 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 fiscal program related audit and 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.
- 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.

Required Education, Certifications/Licenses and Language/Cultural Skills:

- Bachelor's Degree in Accounting.
- Must have a valid CA driver's license and comprehensive auto insurance coverage as required by law.

Minimum Experience and Qualifications Required:

- One year of experience in accounting.
- Knowledge of GAAP (Generally Accepted Accounting Principles).
- Ability to input data accurately and run reports using accounting software.
- Ability to create and work with spreadsheets using Microsoft Excel and produce correspondence using Microsoft Word.

- Excellent organizational skills and attention to detail.
- Strong analytical and problem solving skills.
- Ability to work independently with minimal supervision; self-starter comfortable with taking initiative.
- Ability to work well under pressure and meet deadlines.
- Ability to manage multiple tasks simultaneously, prioritizes and successfully bring them to fruition.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality with regard to sensitive or proprietary information or materials.

Additional Preferred Education or Qualifications:

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

Mail, Fax or Email Resume to: **UPAC Human Resources Department**
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