ACCOUNTING ANALYST I – TWO (2) OPEN POSITIONS
MAIN OFFICE (BONITA) – ACCOUNTING

Basic Function: Performs various professional accounting duties including maintenance and analysis of accounting records, preparation of accounting schedules and reports, prepares journal entries and reconciles ledger accounts; ensures compliance with generally accepted accounting principles, CDA policies, procedures, and contracts.

Minimum Qualifications: Bachelor’s Degree in Business Administration, Accounting and/or related field, or any other education, training, and/or experience. Prefer Accounting Software experience; clerical accounting methods, forms and techniques; accounting principles and financial reporting; electronic data processing and personal computers. This position is contingent upon a successful background clearance.

Essential Duties and Responsibilities:

1. Code and pay vendor invoices by verifying transaction information.
2. Schedule and prepare disbursements to vendors and providers.
3. Maintain provider payment ledger and reconcile differences.
4. Maintain accounting ledgers by posting transaction details.
5. Resolve account discrepancies by investigating documentation; issue stop-payments, payments, or adjustments.
6. Perform banking and other financial activities on a regular basis.
7. Verify accounts by reconciling statements and transactions.
8. Prepare program, benefit and financial reports by collecting, analyzing, and summarizing account information.
9. Maintain financial security by following internal accounting controls.
10. Maintain financial history records by filing accounting documents.
11. Perform payroll processing functions, as needed.
13. Assist supervisors or managers by completing special projects, as needed.
14. Participate in on-site and off site learning opportunities such as workshops, conferences, staff meetings and trainings.

Essential Skills: Ability to determine proper accounting code and classification in routine transactions. Reconcile differences within the record keeping system and related transactions. Understand the relationships among accounting and statistical records and documents. Operate computers, adding machines or calculators and other office equipment. Use various computerized financial systems and adapt to changes in those systems. Read, understand, and follow written directives and oral instructions. Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact, and diplomacy. Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations. Must have telephone, office and online etiquette.

Work Schedule: Full-time, Monday- Friday, 8:30 AM to 5:00 PM

Salary: $20.00 per hour; Non-Exempt

Benefits: Paid Holidays, Eligible for Medical, Dental, Vision; Sick and Vacation; Short & Long Term Disability; Life Insurance; Retirement Plan and Profit Sharing Plan.

To apply, visit www.cdasandiego.com to obtain an Employment Application.

You can submit the employment application online, in person, or via fax:

[E-MAIL] resumes@cdasandiego.com

[ADDRESS] 180 Otay Lakes Road, Suite 300, Bonita, CA 91902

[FAX] (619) 205-6282

[JOB LINE] (619) 427-4411 ext. 699

In order to be considered for employment, an Employment Application needs to be submitted. A resume will not be accepted in place of an application.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER