

Staff Accountant

Requisition #: ACCT-ST-042424
Closing Date: Open Until Filled
Classification: Non-Exempt
Salary Range: \$26.6870 - \$28.0213/Hourly DOE

PURPOSE:

Under the General supervision of our Chief Financial Officer, the Staff Accountant is responsible for applying principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements, and to ensure appropriate accounting control procedures.

NATURE OF WORK:

Staff Accountant will maintain a general ledger and review financial statements for accuracy before preparing reports that will assist senior management in making informed decisions about upcoming projects or years' budgets. Will also be responsible for keeping track and recording all transactions within WRC. The responsibilities of the Staff Accountant include, but are not limited to:

ACCOUNT RECONCILIATION:

- Reconciliation of bank accounts
- Reconciliation of employee Flexible Spending Accounts and download FSA.
- Assist with reconciliation of grants as needed (i.e., MHSA)

BANKING ISSUES:

- Resolve bank exceptions.
- Assist POS staff with paid check inquiries.
- Issue stop payment orders on outstanding checks
- Download monthly bank statements and data to server.
- Enter voids in CNB.

CLOSING:

- Create month-end journal entries.
- Input, edit and post month-end entries.
- Balance claims and appropriate accounts before close.

REPORTING:

1. Prepare budget reports
2. Prepare ad hoc reports for management.

SYSTEMS OPERATION:

- Coordinate and train vendors on E-billing and administration of same.
- Coordinate and train/assist staff on IQ software and administration of same.
- Write queries for Accounting needs.
- Participate in I.T./Budget and other DDS procedural conference calls.

SUPPORT:

- Serve as backup to Accountant II (Info Systems) as needed.
- Assist other departments with Accounting issues, i.e., caseload reconciliation, vendor audits, transfers.
- Disaster recovery.
- Review co-workers' work for accuracy and completeness, and correct as needed.

MINIMUM EDUCATION AND EXPERIENCE:

- Education requirement: Minimum Bachelor's Degree in Accounting.
- Years of experience required: 3 years in data entry position.
- Ability to accurately calculate time periods and match descriptions of services.
- Ability to timely audit and accurately service requests in SANDIS.
- Knowledge of the following software: AS400
- Knowledge of basic office machines: 10 key, copier, fax, etc.
- Intermediate computer software skills utilizing Microsoft Office (Excell and Word).
- Ability to learn new software quickly.
- Ability to focus in a fast-paced environment and effectively work under pressure and deadlines.

SPECIAL REQUIREMENTS:

This position will primarily be based in the office; however, remote work may also be available.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to jobs-wrc@westsiderc.org by the closing date and include the Requisition Number and Job Title in the subject line of the email.

**** Reminder for Current Employees: Please remember to refer a colleague for an incentive when they are hired and successfully pass the introductory period.**