

Essential Job Duties

PRIMARY FUNCTION: The Junior Accountant will prepare, review, enter and post cash receipts, accounts receivable, approved accounts payable invoices, payroll, and other financial accounting transactions related to the financial reporting of the organization.

ESSENTIAL RESPONSIBILITIES & DUTIES:

- Collect, process, reconcile, and input the daily Cash Transactions from multiple locations.
- Update and maintain the daily Cash Balance Report and prepare daily bank deposits.
- Collect, verify, reconcile, process and input sales data from the Point of Sale System of the Marketplaces.
- Prepare C/R documents for donations.
- Reconcile Customer Deposits to the accounting system.
- Verify account coding and input approved Accounts Payable invoices for processing.
- Prepare and print the Open Invoice Report for weekly A/P payment processing.
- Check-in the daily Cash envelopes from multiple locations.
- Track and post A/R transactions.
- Verify and cross-check daily C/R reports from all locations prior to posting to the accounting system.
- Daily review and processing of Verisign (online) credit card donation activity and prepare report(s) for C/R entry.
- Daily review and processing of MindBody (online) credit card for Training and Camp registration activity and prepare report(s) for C/R entry.
- Enter Cash Receipts into the accounting system.
- Provide payroll processing backup when needed.
- Assist with the preparation of inventories and schedules of real and personal property.
- Assist in gathering documents and information for the annual budget and audit.
- Responsible for organizing, filing and storing of financial documents.
- Photocopy documents.
- Maintain records as required to ensure that accurate and timely information is available.
- Maintain a high level of communication and work collaboratively with the public and all personnel in a manner that is consistent with the Agency's policies.
- Perform other duties as required to improve the functioning of this organization.
- Cross-train in the duties of the Staff Accountant for backup and support.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Ability to:

- Understand and carry out oral and written instructions; express ideas effectively both orally and in writing
 - Work well and communicate effectively with the public, fellow employees and volunteers
 - Show maturity and good judgment; perform the job in a professional manner and work efficiently under pressure
 - Flexibility to adapt to differing support needs created by differing work styles
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Junior Accountant JOB ANNOUNCEMENT

KNOWLEDGE OF:

- A working knowledge of financial accounting principles, processes (e.g., A/R, A/P, C/R., C/D, Payroll), and procedures; and a basic understanding of fund accounting
- Blackbaud Financial Edge 7 accounting software system, Excel, Word, Verisign, Convio (Luminate), ADP Workforce Now payroll processing software, Heartland Payment Systems, Mind Body, WordPress

OTHER ESSENTIAL QUALIFICATIONS:

Physical Demands

- Employee is regularly required to use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; talk and hear.
- Manual dexterity sufficient for handwritten documents.
- Requires the mobility to stand, stoop, reach and bend, walk and sit.

Experience & Training

- Associate Degree or higher and/or Certificate in Accounting or Business and Five years of hands-on experience in Financial Accounting-related work, non-profit a plus.

Salary Range: \$24 - \$27/hr This is a full time non-exempt position with benefits.

Employment Location: spcala - Administrative Office
5026 W. Jefferson Blvd.
Los Angeles CA 90016

Application Deadline: Position Open Until Filled

Please email resume to jobs@spcala.com
