

# JOB ANNOUNCEMENT BULLETIN



**NEIGHBORHOOD HOUSE ASSOCIATION**  
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

## **ACCOUNTING TECHNICIAN** **0002- 0509 OC**

### **SALARY:**

**Range: 45.0      \$15.1432 - \$18.4505 per hour**

### **FILING DEADLINE:**

There is one full-time position open with Neighborhood House Association Fiscal Department. Applications are being accepted until Friday, June 5, 2009 at 4:30 p.m... Applications and job announcements may be obtained at the above address or 841 South 41<sup>st</sup> Street, San Diego, 92113; also, you may refer to website [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

### **DUTIES:**

Opens, sorts, copies and distributes incoming invoices; reviews accounts payable invoices for required approvals, accuracy and completeness; generates, reviews and edits invoice payment reports; generates checks, attaches documentation and submits for signature and mailing; process payroll input bi-weekly, payments for necessary payroll deductions, including group health insurance, retirement, payroll savings, employee benefit enrollment changes and terminations, employee adjustments and payroll changes; processes garnishments and tax levies; files payment documentation by check number and vendor; prepares year-end accrual entries based upon unpaid invoices.

### **MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** Graduation from high school or G.E.D. equivalent and one year of experience in performing financial or statistical recordkeeping duties; or an equivalent combination of training and experience.

**Knowledge of:** Policies, procedures, practices, terminology and codes used in accounts receivables and payable processing; basic practices, documents and terminology used in recording financial transactions and maintaining financial records; bookkeeping and elementary accounting methods and practices; operations of the Association's automated general ledger system, with particular emphasis on the purchasing and accounts payable elements; standard office practices and procedures.

**Ability to:** operate a computer and spreadsheet software and other standard office equipment with speed and accuracy; make calculations and tabulations and review fiscal and related documents accurately and rapidly; learn, interpret and apply the Association's general ledger coding structure; make decisions in accordance with Association policies and procedures; understand and carry out written and oral instructions; prepare clear and accurate financial records and reports; maintain confidential information regarding employee records and Association business.

**PHYSICAL & MENTAL DEMANDS:**

Employee is required to sit or stand for long periods; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; stand and walk and occasionally lift up to ten pounds. This job includes close vision and the ability to adjust focus. Employee is required to use written and oral communication skills; read and interpret numerical and accounting data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work with a high degree of accuracy on multiple concurrent tasks with frequent interruptions; and establish and maintain effective working relationships with Association staff and others encountered in the course of work.

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

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The provisions of this job announcement do not constitute an express or implied contract.

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**SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

**INTRODUCTORY PERIOD**

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

**CITIZENSHIP/IMMIGRATION STATUS**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.