

## **JOB DESCRIPTION**

**Job Title: Accounting Associate**

**Division: Administration**

**Reports to: Director of Finance and IT**

**Status: Exempt/Full - Time**

### **ORGANIZATION MISSION STATEMENT**

Bienvenidos is a compassionate community of care dedicated to healing children, strengthening families and transforming communities.

Bienvenidos fulfills its mission by delivering a comprehensive array of services that empower children and their families, are culturally responsive, and are effective models of prevention and intervention. Bienvenidos strives to meet our families where they are, and give them the support and resources they need to become strong and resilient.

### **JOB EXPECTATIONS**

Assist the Finance Department with efficient operations of BCC's expense transactions. The Accounting Associate assists with all activities relating to accounts payable, payroll, monthly financial preparation, and other financial duties as assigned.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

#### Accounts Payable

- Complete accounts payable tasks including general ledger coding; appropriate routing of invoices, allocating cost, financial posting, check disbursements, and the preparation of audit documentation.
- Serve as the primary contact for vendor inquiries and account reconciliations.
- Responsible for credit card processing and account maintenance; 1099 preparation; and vendor file maintenance (scanning and filing).
- Produce aging reports for check disbursement;
- Run computer-check process; mail checks as instructed
- Respond to telephone inquiries regarding Accounts Payables;
- Maintain and process mileage checks for all employees;
- Maintain postage meters for all offices;
- Other tasks as assigned by Supervisor

#### Payroll

- Ensure accurate processing and recording of payroll, provide timely and accurate financial information, and participate in master data file data entry.
- Serve as main point of contact for employee requests and inquiries regarding payroll, and communicate necessary deadlines and requirements to management.

**Healing Children**  
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**Transforming Communities**

main 213 785 590  
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bienvenidos.org

501 S. Atlantic Boulevard  
Los Angeles, CA 90022

- Post payroll transactions to the financial system, prepare general ledger reconciliations for payroll related data, and compile supporting documentation per agency accounting policies and procedures.
- Prepare materials and conduct training for employees on time-keeping procedures and requirements.
- Preparation and distribution of live paychecks (payroll, termination, etc.) to staff
- Coordinate with HR staff any payroll/HR related matters.
- Other tasks as assigned by supervisor

## **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

Related bookkeeping/accounting/payroll experience. Knowledge of bookkeeping/accounting and payroll practices and principles. Ability to use a variety of bookkeeping/accounting and payroll software applications such as Quickbooks, Blackbaud's Financial Edge, ADP/Paycom Payroll, Microsoft Word, Excel, etc. as required.

High School degree or equivalent; At least two (2) years of office experience; Ability to type 50 wpm; Ability to do Microsoft Word and Excel processing

Salary Range: \$17 - \$22/Hour

Hours: 8:30am-5:30pm

Days: Monday to Friday

## **TRANSPORTATION**

If the use of a personal vehicle is necessary for Bienvenidos business, you will be responsible for keeping a mileage record and submitting it to your supervisor for reimbursement. Proof of current liability insurance on personal vehicle must be provided at the time of employment and when it expires. Personal vehicle insurance is the primary coverage in case you are in an accident in your vehicle while on business for Bienvenidos. (See Employee Handbook for more detail).

## **LANGUAGE ABILITY**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORK ENVIRONMENT- SOCIAL**

Employee shall work in a non-hostile work office environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients, and other agencies at all times.

### **SPECIAL REQUIREMENTS**

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Valid California Driver License;
- State required automobile insurance coverage;
- Subject to a criminal background check prior to employment;
- Class 3 Driver's License ,Good driving record; and
- TB clearance, to be renewed every two years.
- Good oral and written communication skills

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following lists physical demands an employee will perform on a regular basis: sitting, viewing a computer monitor, typing/keyboarding, reading, handwriting, talking and hearing, walking, standing, talking on the phone, and driving (vehicle). Approximately 50% of time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative.

The following lists physical demands an employee may perform on an occasional basis: lifting an average weight of 20 lbs., crouch/knee/stoop/crawl and reach with hands and arms.

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job any time.***

### **APPLICATION INSTRUCTIONS**

To apply, please email cover letter, resume, and application to **Recruitment@Bienvenidos.org** or Fax **(213) 785-5914**. In order to be considered, an application must be submitted. Applications can be obtained at the Bienvenidos website [www.bienvenidos.org](http://www.bienvenidos.org).

**Bienvenidos is an Equal Opportunity Employer**

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