



ACCOUNTING ASSISTANT

POSITION OVERVIEW

Under the direct supervision of the Comptroller the Accounting Assistant will maintain accurate financial records and protect the Agency assets.

This part-time position is 20 hours/weekly.

Will only consider candidates in San Francisco Bay Area who meet our requirements.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in accounting with minimum 2 years of accounting experience.
- Proficient in Microsoft Excel and Outlook including good working knowledge of SAGE (MAS90) accounting software.
- Must meet agency conditions for employment including requirements for Child Abuse Index and Fingerprinting clearances.
- Must have a valid California driver's license and a good driving record.

RESPONSIBILITIES

- Responsible for Accounts Payable and bank deposits.
- Matching invoices with correct GL code.
- Maintains and reconciles confidential records and accounts of clients' funding including rent payments.
- Follows policies and procedures for distribution of clients' funds.
- Uses EBT machine for client's funding.
- Orders and maintains office supplies.
- Prepares journal entries monthly of supplies and enters into General Ledger.
- Maintains agency vehicles and company credit card records.
- Oversees main printer and fax machine and calls service as needed.
- Effectively communicates with staff and clients, and vendors.
- Assists staff with their requests for assistance at set hours during the business day
- Performs effectively and professionally under pressure.

APPLICATION PROCESS

To apply for this position, please submit a cover letter and resume to HRJobs@theEpiphanyCenter.org.

The Epiphany Center, a non-profit in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care.

Epiphany Center is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, health status or national origin.