

Job Summary:

Under the direction of an assigned supervisor, performs a range of accounting assignments and helps develop and manage the budget for select programs. Receive general supervision from the Assistant Administrator or higher level management.

Essential Functions:

- Assist in the development and management of the AB 212 budget.
- Correct, process and reconcile a wide variety of accounting documents such as invoices, employee reimbursements, requisitions, purchase orders, deposits, mileage reimbursements, vendor statements, and reports as required.
- Analyze errors in process and completion of accounting documents and assist in developing ways to reduce rates of error occurrence.
- Prepare and reconcile credit card statements.
- Review and code financial information for employees and centers.
- Initiate and complete documents to substantiate the hiring of independent contractors.
- Compile and review documents for accuracy, including digital records and databases.
- Verify items billed against items ordered and received and reconcile differences through follow-up with vendor and/or other employees.
- Seek and compare quotes/prices for goods and services.
- Compute and record refunds, credits, payments, cost of lost or damaged goods, freight charges, rentals, and similar items.
- Train new employees and other staff on fiscal processes, procedures, and policies.
- Train, monitor, and reports on child attendance
- Perform other duties as assigned.

Knowledge and/or Abilities:

- **Abilities to:**
 - Prepare and maintain moderately complex financial statements and reports.
 - Operate standard office equipment
 - Compare data from a variety of sources for accuracy and completeness
 - Inspect and review financial records and detect errors
 - To determine work priorities and meet deadlines
 - To follow, apply, interpret and explain instructions or guidelines
 - Work independently with little direction.
 - Establish and maintain effective working relationships with others.
 - Analyze situations accurately and adopt an effective course of action.
 - Meet schedules and timelines.
 - Communicate effectively both orally and in writing.
 - Speak, read and write both English and Spanish proficiently.
- **Knowledge of:**
 - Accounting practices and procedures
 - Automated accounting systems
 - Spreadsheets and database software
 - Program organization, operations, policies and objectives
 - General record keeping and filing systems (including digital)
 - Technical aspects of field of specialty
 - Basic mathematics

Working Conditions and Physical Abilities: Office environment; Cold and very hot weather; Occasional traveling throughout Tulare County; Sitting – sometimes on floor - and standing for extended periods of time; Regularly lift and/or move up to 25 lbs; Occasionally lift and/or move up to 50 pounds; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- Possession of an Associate's degree in Accounting, Business, or related field and 2 years' experience in accounting, finance, or related field. OR
4 years of experience in accounting, finance, or related field.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.