

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

Accounting Clerk **Job Announcement**

Summary:

We are looking for an Accounting Clerk to provide accounting related assistance to the Fiscal Department. The selected person will be expected to undertake a variety of tasks such as payroll, file management, accounts payable, etc. The ideal candidate will also operate in a professional and ethical manner and be able to efficiently handle complaints and understand the importance of maintaining confidentiality. This person must have excellent communication skills, phenomenal customer services skills and be comfortable working with others of diverse backgrounds. Overall, this person will provide assistance with the day-to-day functions of the Fiscal department in an accurate, efficient and timely manner.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Compensation:

This is a full-time (40 hours/week) nonexempt position offering a starting hourly wage of \$20.39 or a wage commensurate with experience. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 90-day employment introductory period (60 days for benefits).

Minimum Qualifications:

Must have graduated from an accredited college or university with Associates Degree in business, finance or accounting with a minimum of one year of accounting related work experience. Knowledge of generally accepted accounting principles and practices, terminology, and procedures, including accounting concepts sufficient to analyze, interpret and prepare financial information, records and reports or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties (education may be substituted by experience on a year-for-year basis). Candidate must be able to work in a team-orientated environment, have good communication skills, working knowledge of excel, ability to organize workload, adapt quickly to change and deliver under the pressure of deadlines.

Must be able to satisfactorily pass background and reference checks.

Essential Duties and Responsibilities: Under the direction of the Finance Manager, the duties of the Accounting Clerk I include, but are not limited to the following:

- Perform payroll duties on a bi-weekly basis, including collecting and reviewing of timesheets, compiling payroll data for computing and correcting errors to ensure accuracy of payroll, assist in the calculating and inputting of payroll deductions (e.g. deductions, garnishments, etc.), etc.;
- Receive and verify all payroll related forms for accuracy and compliance with financial policies and

- procedures;
- May occasionally require assistance in performing the day to day processing of accounts payable transactions to ensure the timely and appropriate payments to vendors & employees;
 - Perform a variety of record keeping functions, including the preparation of financial reports in relation to payroll and AP on a monthly basis or as often as needed;
 - Process and respond to unemployment, garnishment, or employment verification requests;
 - Organize, file and maintain accurate payroll/accounting records, transactions and back up documentation;
 - Assist with other accounting related duties as assigned.

Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members and/or visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as enforced by the Company or by City, County, State and Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. Note: Measures may change based on the level of safety concerns or the functions of duty. Employee may spend the majority of the day walking, standing, sitting at a desk, with frequent needs to reach, bend and use hands and arms to occasionally lift and/or move up to 40 pounds. Must have good time management skills, be able to work well under stress and meet deadlines.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.