

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

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. Overall, this person will provide assistance with the day to day functions of the Fiscal department in an accurate, efficient and timely manner.

Compensation:

This is a full time-temp position (40 hours/week) paying an hourly wage of \$18.16. 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:

High school diploma or equivalent; Associates Degree in accounting/business administration and/or or certifications in a similar field. Must also have a minimum of three years of accounting clerk or bookkeeping related work experience with some knowledge of generally accepted accounting principles, practices and terminology. Must have high ethical standards, professionalism and be trustworthy with good customer service and communication skills. Must have math and detail-oriented skills and a working knowledge of excel. Must also be able to multi-task, stay organized, work in a team-orientated environment, adapt quickly to change and deliver under the pressure of deadlines.

Essential Duties and Responsibilities: Under the direction of the Finance Manager, the duties of the Accounting Clerk 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;
- Manage compensation packages using payroll software;
- Deal with complaints and questions regarding payroll from employees and upper management;
- Investigate and resolve any discrepancies in payroll;
- Assist with 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 related duties as assigned.

Working Conditions:

Performing duties of this position may require spending the majority of the day walking, standing, sitting at a desk and some lifting and bending for filing purposes. Applicant/Employee must be able to work well under stress and meet deadlines. Applicant/Employee may occasionally be required to travel to various locations for seminars, trainings and/or meetings within or outside our local area.

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.