

# Accounting Clerk – San Francisco

## Job Details

Level	Entry
Job Location	San Francisco
Position Type	Full Time
Education Level	High School Diploma/GED
Salary Range	\$22 - \$22 Hourly
Job Category	Nonprofit - Social Services

## Organizational Summary

The Arc San Francisco is a non-profit service and advocacy organization for adults with intellectual and developmental disabilities and their families living in San Francisco, Marin, and San Mateo counties. We currently serve a varied group of over 700 clients who, despite their diverse backgrounds, ages and disabilities, are all similar in their desire to live a life of greater self-determination, dignity, and quality. Our goal is to provide the supports that enable people with developmental disabilities to maximize their potential, live meaningful lives, and become integral members of the community. To that end, we provide a range of services relevant to all areas of adult life, from independent living supports and skills building to employment training and creative expression. As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers and all those who share our vision of creating a more informed, diverse and inclusive society.

## Position Summary

Reporting to the Accountant, this position is a great opportunity for someone with a solid background in accounting who enjoys financial analysis and wants to work for a mission driven organization and will be responsible for the assistance of Staff Accountant and Finance Department in the accounts payable and finance functions.

## Essential Duties and Responsibilities

- AP related:
  1. Invoice review: Review all invoices to ensure proper calculation and appropriate documentation for all amounts due.

- 2. Invoice Approvals: Distribute invoices to appropriate managers for review and approval.
- 3. Collects and files approved invoices pending payment.
- 4. Upon approval and coding by Staff Accountant, input information into Accounting platform
- 5. Manage and process payments which include printing checks, obtaining signatures, and recording disbursement into corresponding systems (Positive Pay)
- Other General Accounting support:
  - 6. Record, manage and distribute all checks and cash receipts to the cash log.
  - 7. Prepare bank deposits for approval by accountant to deposit
  - 8. Maintain petty cash and reporting.
  - 9. File and maintain paid invoices and other Finance documents.
  - 10. Assist Payroll Administrator/Staff accountant as needed for data entries.
  - 11. Assist Front Reception for ordering office supplies and Clipper cards.
  - 12. Support Programs billing as back up when needed

## Knowledge, Skills and Experience

Familiar with general accounting principles and practices

Flexible with technology improvements

Ability to perform detailed work accurately and efficiently

Must be able to handle financial transactions honestly and confidentially

Proficient with Microsoft Office Suite (with fluency in Excel and Word)

Must be able to work both independently and as part of a team

Good math, verbal, and written communication skills

Minimum of 2 years of accounting or business management experience.

Ability to work onsite

Vaccination mandatory

Credit check required

**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.

Repetitive key board use, phone use, walking, standing, bending stooping and direct client interaction.

***The Arc San Francisco is an Equal Opportunity Employer.***

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirement of the San Francisco Fair Chance Ordinance.

