

**WOMANHAVEN
CENTER FOR FAMILY SOLUTIONS**

Department: Administration	Location: Administration
Job Title: Accounting Specialist	Salary: \$14-\$17/hr based on experience
Reports To:	Title: Director for Administration
Type of position: <input checked="" type="checkbox"/> Full-time (Temporary) <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input type="checkbox"/> Exempt Position <input checked="" type="checkbox"/> Non-Exempt Position

Center for Family Solutions Shelter Services provides services to individuals and families who have been affected by domestic violence in Imperial County CA.

Summary: The Accounting Specialist assists the Director for Administration to disburse agency operational expenditure and provide account receivables to the public, community, and other governmental agencies so that they can be assured that all WomanHaven monies are properly received, accounted for, and disbursed.

ESSENTIAL FUNCTIONS:

- Provides assistance to the Accountant staff by disbursing funds from three major bank accounts, acting upon financial orders of the agency and recording and disbursing monies received.
- Verifies and audits department cashier deposits and prepares daily bank deposit.
- Monitors and maintains the security of the cash vault.
- Trains new staff members and conducts on-going training for subordinate staff in disbursement and account receivables processes.
 - Receives, releases, manages, and receipts funds in Trust in an automated system.
- Receives and downloads electronic data to check printing software and monitors the check printing process.
 - Prepares end-of-month agency checks for amounts received to various and multiple agency funds throughout the month.
- Responds to internal and external customer inquiries and requests with the highest level of service possible.

OTHER RESPONSIBILITIES:

1. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.
2. May require travel to and from job related locations during the course of a scheduled workday, subject to WomanHaven policies regarding the use of agency vehicles and/or private vehicles use on County business Imperial County is an EEO/ADA Reasonable Accommodation Employer.

SUPERVISORY RESPONSABILITIES:

1. This position has no supervisory responsibilities.

INTERNAL/EXTERNAL RELATIONSHIPS:

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1. Ability to build a broad working relationship with staff and clients.
2. Requires strong communication skills and accounting knowledge.

PHYSICAL ACTIVITY AND ENVIRONMENT REQUIREMENTS:

1. The working environment for this position is an office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.
2. In the course of performing this job, the incumbent typically spends time standing, Lift up to 25 pounds walking, sitting, listening/speaking, reading and writing.
3. high volume, fast paced environment. Requires long periods of sitting while completing computer activities.

EQUIPMENT OPERATIONS:

The incumbent in this position operates the following equipment:

- Telephone
- Document copiers
- Personal computer
- Facsimile
- Other standard office equipment
- Personal vehicle

**EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE
REQUIRED (R) /PREFERRED (P):**

1. High school diploma**(R)**

Preferred education/experience/training/certifications

1. Degree in Business, Accounting, or a closely related field.(P)
2. Three (3) or more years of experience performing accounting or bookkeeping functions. (P)
3. Proficiency with Microsoft Office Suite (Outlook, Word, and Excel). (P)

CERTIFICATIONS REQUIREMENTS:

- 1.

HIRING REQUIREMENTS:

1. Must be able to obtain background and drug test clearance.
2. Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.
3. Own reliable transportation is required.
4. The hiring authority will select the successful candidate based on departmental needs. All offers of employment made to new hires and rehires at WomanHaven are contingent upon successful completion of a post-offer, pre-employment thorough background investigation.

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Signatures

This job description has been approved by all levels of management:

Executive Director _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____