



## 211 LA COUNTY

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INFORMATION AND REFERRAL FEDERATION OF LOS ANGELES COUNTY  
*Serving Los Angeles County since 1981*

Make a Difference in Your Community! Since 1981, 211 LA County has been a leader in the Information and Referral industry by providing access to comprehensive social services and disaster support for Los Angeles County residents, 24 hours a day, 7 days per week to over 28,000 health and human service programs.

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<b>POSITION:</b>	<b>STAFF ACCOUNTANT</b>	<b>REPORTS TO:</b>	<b>CONTROLLER</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>	<b>DEPARTMENT:</b>	<b>ACCOUNTING</b>
<b>TO APPLY:</b>	<b>SEND RESUME TO:</b>	<b>DATE:</b>	<b>MAY 18, 2017</b>
	<a href="mailto:HR@211LA.ORG">HR@211LA.ORG</a>	<b>DEADLINE:</b>	<b>UNTIL FILLED</b>
	<b>FAX: 626-299-2992</b>		

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### POSITION SUMMARY:

As a 211 LA County **Staff Accountant** you'll be responsible for a wide variety of accounting duties include ADP payroll administration management, maintenance of all accounting records and databases, reconciling bank statements and ledger accounts, processing accounts payable and receivable, maintaining fixed asset system, assisting with annual audits, month and year end closes.

### POSITION ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Complete bi-weekly payroll process utilizing ADP Workforce Now.
- Review time records for accuracy, approvals and compliance with Agency policy.
  - Calculate hours worked, record sick and vacation time and submit data to payroll service for processing.
- Set up and maintain confidential payroll files, including time cards.
- Reconcile and remit group health plan invoices and retirement plans 401(k) and 403(b).
- Prepare and reconcile quarterly and annual federal and state payroll tax reports and other tax filing requirements.
- Process accounts payable, invoices, American Express charges and cash disbursements; allocate disbursements to all programs.
- Handle cash receipts including making bank deposits and recording cash transactions.
- Process accounts receivable and prepare monthly billings from various funding sources.
- Assist controller with inputting monthly general ledger entries.
- Reconcile bank statements with general ledger.
- Analyze and reconcile general ledger accounts.
- Maintain accounting records by making copies and filing documents.
- Gather accounting data and information required to generate various department reports.
- Perform monthly and year end closes including annual fiscal inventory audits.
- Provide assistance to Controller in regard to audits conducted by independent auditors, government auditors, or program audits related to contracts.
- Serve as backup support for other accounting staff.
- Perform special assignments and other duties as assigned and in accordance with established Agency mission and values.

**IDEAL CANDIDATE WILL HAVE:**

- Solid understanding of payroll process and payroll systems, tax applications, and government regulations.
- Accurate basic math and data entry skills with ability to analyze and review data.
- Demonstrated skill and experience processing accounts payable, receivables and general ledger maintenance.
- Strong working knowledge of accounting policies, procedures and accounting practices.
- High level of accuracy and strong attention to detail; detail oriented.
- Ability to meet assigned deadlines and work overtime when necessary in a high paced environment.
- Good organizational skills and the ability to handle multiple activities with changing priorities simultaneously.
- Effective oral and written communication skills.
- Excellent attendance and punctuality.
- Proven ability to consistently function as a successful team contributor.
- Ability to build appropriate, constructive and effective rapport with others.
- Ability to follow through on department projects; support other staff when necessary, and help maintain positive morale within the department.
- Ability to respond to requests in a timely manner and follows-up with professionalism and a positive service attitude.
- Ability to recognize individual differences when interacting with team members.
- Ability to accept new challenges and changes as department and functions grow.
- Effective and comprehensive computer skills including Microsoft Office and prior accounting system, Sage ACCPAC accounting software preferred.
- Availability at short notice for undetermined schedule to respond to county emergency response in the event of an unforeseen emergency or disaster.

**PHYSICAL DEMANDS:**

As a 211 LA County **Staff Accountant** you will regularly be required to: work at a desk, conference table and work at a computer for extended periods of time. You will be frequently required to walk and sit and occasionally required to stand. You will be frequently required to lift files and/or open filing cabinets.

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

Bachelor's Degree and a minimum of 2 years experience in payroll processing and accounting functions. Bachelor's Degree in Accounting/Finance is preferred; related fields are acceptable. Experience in a Not for Profit environment is highly desirable.

**COMPENSATION RANGE:**

Salary is commensurate with prior experience, education, and abilities.

**EMPLOYEE BENEFITS:**

- Full Medical, Dental, Vision and Chiropractic/Acupuncture Coverage.
- 401(k) Plan; with 4% Employer Contribution (After 1 Year of Employment).
- Employer Sponsored Basic Life Insurance.
- Voluntary Supplemental Life Insurance and Long Term Disability Insurance.
- Employee Assistance Program (EAP).
- Voluntary Pet Insurance (VPI).
- Voluntary Flexible Spending Account.

**Veterans or Former Military Welcomed**

211 LA County is an equal opportunity employer and complies with all applicable federal, state and local employment laws. 211 LA County strictly prohibits and does not tolerate discrimination because of race, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity or expression, age, disability, military status, or genetic information. This applies to all stages of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

211 LA County complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, 211 LA County will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. 211 LA County will also provide reasonable accommodations for an employee's sincerely held religious beliefs or practices, unless doing so will not create an undue hardship. 211 LA County prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.