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| <b>Position Title</b>  | Accounting Associate  | <b>Reports To</b>    | Executive Director             |
| <b>Location</b>  | 3785 S. Plaza Dr.<br>Santa Ana, CA 92704  | <b>Work Schedule</b> | Monday thru Friday<br>40 Hours |
| <b>FLSA Status</b>   | Full-Time, Hourly, Non-Exempt   | <b>Starting Date</b> | Immediately                    |
| <b>Compensation</b>  | \$22 to \$26 Per Hour, will be commensurate with experience                                     |                      |                                |
| <b>To Apply</b>  | Send resume to <a href="mailto:hr@straighttalkcounseling.org">hr@straighttalkcounseling.org</a> |                      |                                |
| <b>Position Summary</b>  |   |                      |                                |
| We are seeking Accounting Specialists responsible for recording and monitoring the accounts payable and receivable transactions, assist with payroll processing, budgeting, and other accounting related.  |   |                      |                                |
| <b>Duties and Responsibilities</b>   |   |                      |                                |
| <ul style="list-style-type: none"> <li>• Full Cycle AP/AR processing.</li> <li>• Receive, compare and match various documents, such as invoices, check requests, purchase orders, delivery orders, receiving documents, invoices, credit card receipts, and contracts.</li> <li>• Reconcile monthly cash activities, GL accounts, bank accounts, and prepare bank deposits.</li> <li>• Review and audit purchasing card transactions and make account changes and tax accruals in the credit card system; may monitor petty cash funds.</li> <li>• Year-end reconciliations are required by the external accounting firm.</li> <li>• File materials, such as account payable invoices, contracts with invoices, monthly reconciliations, and accounting transaction forms, into an established filing system; create new vendor files.</li> <li>• Assist/prepare various accounting and financial spreadsheets.</li> <li>• Interacts with vendors when processing a resolution of account discrepancies.</li> <li>• Follows up on account statements and other discrepancies regarding payment of accounts; serves as a liaison between departments and vendors in the resolution of administrative problems and inquiries.</li> <li>• Create spreadsheets and databases to monitor budgets.</li> <li>• Monitor payroll processing and prepare payroll reports to external accountant and for audits.</li> <li>• Prepare, review, and process all invoices from assigned vendors; process direct payments for contract work performed for various City and County contracts; compose and communicate routing correspondence with employees, vendors, tenants, customers, and other agency officials; research information, answer questions and resolve problems and discrepancies.</li> <li>• Performs general clerical duties including but not limited to filing, photocopying, faxing, typing, scanning, and mailing.</li> <li>• Receive, open, date stamp, and distribute incoming inter-office and U.S. mail.</li> <li>• Assist other accounting projects or tasks as needed.</li> <li>• Perform related duties and responsibilities as required.</li> </ul> |   |                      |                                |
| <b>Education &amp; Experiences</b>   |   |                      |                                |
| <ul style="list-style-type: none"> <li>• Associate Degree. Bachelor's Degree is preferred.</li> <li>• 2+ years of accounting experience including A/P and A/R.</li> </ul>  |   |                      |                                |

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| <ul style="list-style-type: none"> <li>• QuickBooks experience is required.</li> </ul>   |
| <b>Qualifications</b>  |
| <ul style="list-style-type: none"> <li>• Basic accounting concepts; knowledge of A/R &amp; A/P processes; data entry with a high level of accuracy; account reconciliation</li> <li>• Attention to detail, data entry, analysis, ability to work independently, and good organization skills.</li> <li>• Strong verbal and written communication skills are required.</li> <li>• General typing, Word, Excel, Google Main, and Internet/Intranet access skills required.</li> <li>• Ability to consistently meet deadlines required.</li> <li>• Ability to perform multiple tasks while maintaining a positive attitude.</li> <li>• Be able to effectively escalate issues to management.</li> </ul> |
| <b>COVID-19 Considerations</b>   |
| <p>All employees must complete 2-dose COVID <u>plus</u> booster vaccinations, and wear masks at all time while on STC premises. We align with the State and County orders, mandates, and CDC guidelines for healthcare facilities specifically.</p>  |
| <b>EEOC</b>  |
| <p>Straight Talk Clinic is an equal opportunity employer that is committed to diversity and values how we are different. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status (except in those special circumstances permitted or mandated by law). All employees must complete and pass a background check and show proof of immunization.</p>  |