

JOB TITLE: Accounting Clerk/Associate

EMPLOYER: Asian Youth Center

DEPARTMENT: Administration

REPORTS TO: Fiscal Manager

EFFECTIVE DATE: April 2025

FLSA STATUS: Hourly, Full Time Non-Exempt, At-Will

SALARY: \$22-\$29 per hour



SUMMARY: The Asian Youth Center (AYC) seeks an adaptable, qualified, and highly motivated professional who can provide administrative support to the fiscal department. The Accounting Clerk is a member of the Administrative Team and as such provides support and assistance for overall agency administration.

Basic Function:

Under the supervision of the Fiscal Manager, the Accounting Clerk/Associate assists in the day-to-day business operations of the Fiscal Department. This is an at-will, full-time, hourly position that consists of 40 hours per week.

DUTIES AND RESPONSIBILITIES:

Fiscal:

- Conduct day-to-day processing of Accounts Receivable and Payable;
- Process Cash Receipt information prior to entry into the General Ledger;
- Prepare Accounts Payable Requisitions;
- Allocate bills to appropriate programs prior to processing;
- Pre-audit and sort Credit Card expenses prior to entry into the General Ledger;
- Review and reconcile monthly Credit Card statements and Bank Statements;
- Assist in proper preparation of all standard and adjusting journal entries;
- Assist in the allocation of expenses to different cost centers;
- Assist in periodic closing of computerized General Ledger;
- Assist in Monthly Cost Allocation;
- Maintain Cash Receipts, Accounts Receivable and Accounts Payable ledgers;
- Assist in the preparation for fiscal audits, financial statements, and other reports as needed;
- Maintain and update electronic and hard copies agency financial files including Program Monthly Billings and Check Deposits
- Maintain electronic and hard copies of payroll and salary files and documents;
- Assist in payroll processing; Process payroll;
- Process 1099 and maintain electronic and hard copies of 1099 forms;
- Assist in Fiscal monthly billings;
- Performs other related duties as assigned by supervisor.

Other

- Participate in team and staff meetings as appropriate.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in accounting or related field;
- Ability to work on multiple projects, prioritize and problem solve;
- Excellent written communication skills;
- Excellent attention to detail in documentation;
- Computer skills required: Microsoft 365; Microsoft Office; Google; and QuickBooks.
- Certificates, licenses, and registrations required: Adult, Child, and Infant CPR/AED & First Aid Certification; valid California driver's license, excellent driving record, reliable transportation, and auto insurance;

PREFERRED QUALIFICATIONS:

- 2 years of experience in Accounting or Administration

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Job Knowledge** - Displays required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasional exposure to outside weather conditions

- While performing the duties of this job, the noise level in the work environment is usually moderate to very loud
- The employee must occasionally lift and /or move more than 35 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please send a cover letter and resume along with 3 references to careers@aycla.org.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.