



Accounting Assistant  
Chula Vista, CA  
Starting Salary: Commensurate with Experience  
Type: Full-Time (40 hours a week)

### **Job Description**

The Accounting Assistant will be supporting the CFO on the day-to-day accounting functions within the Support Office, including month-end and year-end close.

### **Qualifications**

- Minimum two years of continuous experience in A/P, A/R and payroll
- Knowledgeable and experience in Microsoft Excel and QuickBooks Online
- Self-Starter and able to work independently
- Multi-task and be able to meet deadlines
- Nonprofit Industry experience a plus
- A high degree of discretion dealing with confidential information
- Demonstrated written and oral communications skills
- Physically able to perform the requirements of the position and ability to lift 25 lbs.
- Able to interact with families, volunteers, staff and supervisors in a positive, courteous and professional manner
- Ability to understand and adhere to Glenner policies and procedures

### **Duties/Responsibilities**

- **Accounts Receivable**
  - Records the deposit into the accounting software and ensures payments are posted to the proper accounts

## **Duties/Responsibilities (continued)**

- **Accounts Payable**
  - Reviews all bills to ensure accuracy
  - Attaches corresponding purchase orders to incoming bills
  - Codes bills, allocates expenditures to the appropriate department(s) and enters them into the accounting software
  - Prepares, prints check(s), and mails them with the corresponding remittance
  - Handles vendor inquiries
  - Develops and manages the accounting department's filing system and records, including archives
  - Compiles all credit card receipts for each account and posts them to the accounting system
  
- **Payroll**
  - Enters new hires in QuickBooks and XCITE!™
  - Tracks wage garnishments and deductions
  - Answers employee payroll inquiries
  - Prepares and submits bi-weekly payroll and pays payroll taxes
  - Administers sick and vacation time
  - Creates and posts payroll journal entries
  - Processes terminations
  - Documents 401(k) deductions per employee per payday using ADPs system
  - Prepares and submits Employer's Quarterly Federal Tax Return (IRS Form 941) and Quarterly Contributions Return and Report of Wages (DE9 and DE9C)
  
- **Grants and Donations**
  - Manages restricted grants and donations
  - Posts month-end and year-end journal entries
  - Communicates with staff regarding the restricted funds
  - Prepares schedule for restricted funds
  - Ensures expenditures get charged to the proper fund
  
- **Other**
  - Assist with special projects and other admin/accounting duties

## **Additional Information**

As required by State and Federal law, we are required to conduct criminal background checks for all potential employees.

The George G. Glenner Alzheimer's Family Centers, Inc.® does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

Proof of full COVID-19 vaccination required. All employees, participants and guests are required to wear a mask before entering our facility. Health screening before the start of each shift.