



Job Posting for Accounting Clerk:

Our Accounting Clerk performs general accounting functions and provides accounting and clerical assistance to the Accounting Department. You will be in a fast-paced environment that requires timely completion of duties in coordination and collaboration with both administrative and program staff.

Position Assignment:

The right candidate will be able to complete these essential functions:

- Verify accuracy of invoices and other accounting documents or records
- Update and maintain accounting journals, ledgers and other financial business transactions
- Daily enter key data of financial transactions in database
- Research, track and restore accounting or documentation problems and discrepancies
- Reconcile bank statements
- Record meal tickets, donated goods and service hours
- Maintain fixed assets inventory records
- Maintain In-Kind Donation Receipts and records it in fundraising software
- Scan and file accounting documents and records
- Prepare any necessary supporting schedules and/ or account analysis as assigned by the Controller/CFO
- Create journal entries as needed or as assigned by the Controller/CFO
- Perform other duties as assigned by Controller/CFO

Must-Have Qualifications:

We are looking for someone who has:

- At least 1 year accounting work experience or some college course in accounting
- Familiarity with bookkeeping and basic accounting procedures
- Experience working on a computer workstation
- Experience with Microsoft office products including Excel, Word, Outlook and various accounting software
- Experience with a ten-key calculator by touch
- Very effective organizational skills
- Excellent interpersonal and team building skills
- Ability to work under pressure and time constraints while maintaining a positive attitude
- Highest attention to details and level of accuracy
- Must have own transportation, valid driver's license, proof of car insurance and must be bondable

Your Benefits:

- Competitive pay and benefits including 12 paid holidays a year, paid time off between Christmas and New Year's Day, paid vacation and paid sick leave, pension, health insurance, dental and vision plans.

Interested? Here's how to apply:

- Submit cover letter and resume to: aida.ching@vvsd.net, please put in subject line: Accounting Clerk or you may fax your resume and cover letter to (619) 393-2060, Attn: Rebecca Neff.

The Fine Print:

- If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.
- Veterans Village of San Diego is an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.