



Crisis House Job Description

Job Title: Bookkeeping Specialist

Job Location: Santee, on-site

Department: Administration

Reports to: Bookkeeping and HR Manager

FLSA Status: Non-exempt

Salary: \$30-32/hour

Summary:

The Bookkeeping Specialist will assist with various bookkeeping and human resources tasks in support of the HR & Bookkeeping Manager and use their talents and skills to perform a variety of duties that support the smooth operation of the agency and programs.

Supervisory Responsibilities:

None.

Essential Duties and Responsibilities

- Bookkeeping
 - o Assist the HR & Bookkeeping Manager with various tasks including audit preparation and 1099 preparation, as needed.
 - o Provide a variety of bookkeeping duties including overseeing accounts payable and accounts receivable, accurately entering data into QuickBooks, reconciling credit cards, assisting with MediCal Administrative Activities, and maintaining up-to-date cost allocation worksheets.
- Human Resources
 - o Under the supervision of the HR & Bookkeeping Manager, maintain all elements of employee files, including (but not limited to) tracking performance evaluation due



- dates and ensuring completion on time, training and educational certifications, pay and job adjustment authorizations, etc.
- Coordinate all onboarding and offboarding activities, maintaining accurate records in a confidential manner.
- In coordination with the HR & Bookkeeping Manager, assist with research and implementation of software to improve efficiencies in the accounting and HR departments, staying abreast of industry trends and best practices.
- Maintaining strict confidentiality as it pertains to employee records and personnel files.
- Other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as professional journals, governmental regulations, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of clients or employees.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be able to operate modern computers, Quickbooks, Microsoft Office Suite, and learn new software as the need arises.

Education/Experience:

Bachelor's degree in finance, accounting, human resources or a related field; or a high school



diploma with some college coursework; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Certificates and Licenses:

None

Knowledge, Skills, and Other Abilities:

Experience utilizing databases is preferred

Excellent interpersonal skills and ability to demonstrate compassion, and respect, while de-escalating situations.

Bookkeeping experience is required.

Adherence to work schedule.

Ability to meet deadlines while working on multiple tasks effectively and efficiently with competing priorities.

Willing and eager to take on new tasks.

Physical Demands:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods at a computer. The employee is required to walk, sit, use hands, and reach with hands and arms. The employee is required to climb, stand, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.



While performing the duties of this job, the employee is occasionally exposed to indoor and outdoor settings and works in close proximity to others. Employee occasionally may need to work weekends and evenings based on business needs.

Benefits:

100% paid health insurance (Dependent coverage available), Dental and vision coverage, 401k after 6 months, 13 paid holidays, 7 days of paid sick leave, 2 weeks of paid vacation, 2 wellness days.

To Apply: Send a resume and cover letter to kelcie@crisishouse.org.

This job description is not meant to be a complete listing of professional duties or responsibilities. Management reserves the right to amend any job description and/or procedure herein. Management will make every effort to notify employees of said changes within a reasonable amount of time.

Crisis House is an equal opportunity employer and makes employment decisions based on merit, qualifications, and competence. Company policy prohibits unlawful discrimination based on gender, race, color, religion, creed, national origin, ancestry, citizenship, pregnancy, age, marital status, sexual orientation, medical condition, physical or mental disability, veteran status, or any other consideration made unlawful by federal, state, or local laws.

Crisis House will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Crisis House is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting calcivilrights.ca.gov/fair-chance-act/.