



SAN FRANCISCO  
COMMUNITY  
HEALTH CENTER

## Job Announcement: ACCOUNTING CLERK

### Agency Description

San Francisco Community Health Center (formerly known as API Wellness) is a federally qualified health center that provides culturally competent, high quality medical care, health services, education, and outreach. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead under-served communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco's Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

***We believe that everyone deserves to be healthy and needs access to the highest quality health care.***

### Position Description

Under general supervision, the Accounting Clerk is primarily responsible for processing and posting a variety of accounting transactions including but not limited to: invoices in the Accounts Payable process, Accounts Receivable transactions, and General Ledger data entry. Maintains accounting files (manual and electronic). Checks and verifies accounting data; enters data into computerized accounting systems and uses system to research questions and generate reports. Performs related general clerical duties.

### Major Responsibilities

- Process Accounts Payable cycle in a timely and accurate manner, including:
  - Process check requests for correctness as to amount, documentation, approval and account codes
  - Input check requests and invoices into the general ledger in a timely and accurate manner
  - Print checks and check register reports and other Accounts Payable related reports
- Process receipts and accounts receivable and input to general ledger in a timely and accurate manner
- Maintain an efficient and organized filing system for financial records
- Back up for the payroll and benefit processing
- Input journal vouchers to general ledger in a timely and accurate manner
- Under general supervision, work collaboratively with program staff and senior management to provide timely and accurate financial data for program planning, evaluation and reporting
- Account analysis and reconciliation as required
- Assist with annual audit request for information, retrieving and filing auditor-requested documents
- Assist with the preparation of annual 1099 Reports
- Assist with preparation of annual 1099's
- Processing of Sales Tax payments
- Other accounting related duties as assigned

### **Minimum Qualifications**

- Associate Degree or equivalent work experience
- Proficiency in the use of computer applications, especially spreadsheet software
- Excellent attention to detail
- Ability to communicate effectively (verbally and in writing) with all levels including Board, Staff, Vendors, and other Stakeholders
- Able to manage multiple deadlines and priorities
- Strong interpersonal skills
- Ability to exercise discretion in the handling of confidential information

### **Preferred Qualifications**

- Degree in Accounting
- 1-3 years experience in bookkeeping, including accounts payable and accounts receivable
- Experience using Abila MIP fund accounting software
- Experience in non-profit bookkeeping and in community based organizations
- Experience in an FQHC

TO APPLY: ONLY applications submitted through our online database will be considered.

Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15646981>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.*

*Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*