



Serving the lesbian,  
gay, bisexual  
& transgender  
community of  
San Diego County  
since 1973.

## POSITION AVAILABLE

<b>Position Title</b>	<b>Staff Accountant</b>
<b>Application Closing Date</b>	<b>Open until filled; interviews begin immediately and conducted on a rolling basis</b>
<b>Position Start Date</b>	<b>Immediate</b>
<b>Job Hours</b>	<b>Full-Time, Non-Exempt, Some evenings &amp; weekends required</b>
<b>Salary</b>	<b>\$45,000 DOE</b>

### JOB DESCRIPTION

The Staff Accountant is a full-time position that is responsible for processing payroll, tracking and entering monthly depreciation, accounts payable, accounts receivable, general ledger entry, and providing assistance to the Chief Financial Officer when directed. This position is also responsible for participating with the accounting department in Center events in order to supervise staff and volunteers in appropriate cash handling procedures. Specific duties are as follows:

- Responsible for all aspects of payroll including collection of timesheets and input of payroll; distribution of payroll and benefit amounts for bank transfers; entering payroll into the general ledger; and maintaining timesheets in employee folders
- Report independent contractors to the EDD; issue 1099 statements annually
- Reconcile all monthly bank statements
- Maintain a depreciation spreadsheet; enter depreciation into the general ledger monthly
- Assist Chief Financial Officer with government, independent, and workers compensation audits
- Prepare deposit slips; make deposits at Bank daily or as needed; reconcile accounts receivable log with Development; enter receivables into Financial Edge
- Replenish Petty Cash when necessary and record expenses

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### QUALIFICATIONS

1. **Education and/or Experience:** A bachelor's degree in Accounting. Related experience can be substituted for the educational requirement on a year-for-year basis. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting.
2. **Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel. Knowledge of Financial Edge is highly desired.
3. **Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise and lead volunteers of different cultures. Lived experience as a member of a historically under-served community (i.e., communities of color, LGBTQ communities, or immigrant communities, etc.) preferred.
4. **Language Skills:** Fluency in English required. Additional fluency in Spanish is desirable.

**Mailing Address**  
P.O. Box 3357,  
San Diego, CA 92163

**Street Address**  
3909 Centre Street,  
San Diego, CA 92103

(619) 692-2077  
(619) 260-3092 Fax

[www.thecentersd.org](http://www.thecentersd.org)

To apply, send your cover letter and resume electronically to:  
Danielle Lopez at [dlopez@thecentersd.org](mailto:dlopez@thecentersd.org)

**Please note:** We are unable to accept any phone or walk-in inquiries for this position. The San Diego LGBT Community Center is an Equal Opportunity Employer