



Current Job Opening: STAFF ACCOUNTANT

Location: Burlingame, California, United States
Part-Time 16-19 hours/Week

ABOUT PENINSULA HEALTH CARE DISTRICT:

Peninsula Health Care District (PHCD) is a political subdivision of the State of California and a California Special District serving the healthcare needs of more than 200,000 mid-Peninsula residents. Founded in 1947, PHCD serves the communities of San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and Foster City by supporting the unique health and wellness priorities of our Peninsula communities, and safeguarding access to health services, today and in the future. PHCD fulfills its commitment to the community through oversight of District assets and infrastructure, planning for future health care needs, and investing taxpayer dollars in local health-focused organizations and programs. For more information: <https://peninsulahealthcaredistrict.org/>

ABOUT THE OPPORTUNITY:

The staff accountant position is a part-time, no more than 19hrs/week, non-benefited, non-exempt position based in Burlingame, CA. Flexible and hybrid work schedule.

Under the supervision of the CFO, the Staff Accountant assists with a variety of accounting and related duties in support of the accounting department. S/he performs basic accounting, maintains vendor, check, and deposit records, and provides various internal reporting to staff as needed. The nature of the work requires strong organizational and interpersonal skills, extreme accuracy, and attention to detail.

Willing to train but must have a good attitude.

DUTIES AND RESPONSIBILITIES:

- Manages accounts payables- Gather and enter invoices in the accounting software for weekly check processing. Ensure there are no duplicate invoices and follow up with vendors as needed.
- Manages accounts receivables- Enter deposits into accounting software and follow up on missing payments.
- Organizes accounting electronic files. Ensure copies of all checks are saved electronically.
- Assembles quarterly workbook files, which include bank statements and reconciliations.
- Assists CFO with finance committee communications and materials
- Reconciles various bank and general ledger accounts as directed.
- Assists with the preparation of accounting schedules, reports, and financial statements.
- Performs support functions including but not limited to filing, sorting, mailing, copying, and scanning documents.
- Performs other related duties as assigned.

SKILLS AND EXPERIENCE

- Accounting experience, preferably as an accounts receivable clerk or accounts payable clerk
- Knowledge of general financial accounting and accrual accounting
- Adhere to the Government Accounting Standards Board (GASB)
- Familiarity with bookkeeping and basic accounting procedures
- Competency in Microsoft Office Suite, databases, Outlook, Google Suite, Adobe Pro, teleconferencing platforms, and accounting software

- Aptitude for numbers

QUALIFICATIONS

- Excellent communication skills
- Effective management, planning, and organizing use of time
- Responsible and able to self-manage with a high degree of integrity
- Demonstrated attention to detail and proven accuracy, excellent time management, organizational skills, and good follow-through. Ability to process sensitive information.
- Ability to: analyze, post, balance, and reconcile accounting records and financial statements; research and analyze fiscal and statistical data; utilize problem-solving skills; maintain and verify accuracy of financial data and information.
- Commitment to the values, goals, and mission of PHCD, including demonstrating values of initiative, integrity, adaptability, being a team player, collaborator and possessing a sense of humor
- Sound judgment, integrity, and maturity to handle sensitive information with care and confidentiality; complete discretion is required
- Ability to handle multiple projects simultaneously, knowing how to prioritize and adjust timelines based on demands and other circumstances
- Collegial, team-oriented, willing to pitch in as needed, and support challenges at all times with a high level of flexibility

EDUCATION AND BACKGROUND

High school degree, Associate's degree, or relevant certification
BA/BS in Accounting is a plus

WORK ENVIRONMENT AND PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate. The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION

Peninsula Health Care District has a deep commitment to diversity, equity, inclusion, and equal opportunity. We are committed to building a team that is representative of our community. PHCD is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, political affiliation, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

PHCD is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided with reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process or perform essential job functions, please contact vickie.yee@peninsulahealthcaredistrict.org. Examples of reasonable accommodation include changing the application process or work procedures, providing documents in an alternate format, and/or using specialized equipment.

COMPENSATION & BENEFITS

This is a part-time, non-benefited, non-exempt position. Pay: \$25-\$45/hr. depending on experience. Accrued Sick Days - 3 days per year.

HOW TO APPLY

All applications are held in strict confidence. Please email a thoughtful cover letter and resume outlining your interest and qualifications to vickie.yee@peninsulahealthcaredistrict.org with “**PHCD Staff Accountant**” in the subject line. *Application materials submitted without a cover letter will not be considered.* No exceptions.

APPLICATION DEADLINE

Applications will be reviewed on an ongoing basis until filled.