



JOB DESCRIPTION

TITLE: Staff Accountant

STATUS: Full-Time/Non-Exempt/37.5 hours per week

PROGRAM/DEPARTMENT: Administration/Fiscal and Operations

IMMEDIATE SUPERVISOR: Controller

SUMMARY OF POSITION RESPONSIBILITIES:

Under the direction of the Controller, the Staff Accountant has responsibility for the ongoing financial operations for Westside Community Services (WCS) including analysis of General Ledger accounts. Financial operations include all recurring financial activities encompassing general accounting, financial reporting, internal auditing, and external auditing preparations.

Activities are self-directed within the areas of responsibility including the joint planning effort with the Controller, to comply with Westside's goals and objectives, and implementing activities to accomplish objectives.

MINIMUM QUALIFICATIONS:

1. B.S. in Accounting and two years experience in finance or accounting, or equivalent or five years of pertinent accounting experience in a public accounting environment.
2. Knowledge of Health Care industry, with pertinent direct experience.
3. Excellent oral and written communication skills.
4. Experience in budgeting, financial reporting, and accounting.
5. Familiarity with data processing concepts. Knowledge of computer modeling.
6. Ability to work effectively with staff and to work on a wide array of projects in addition to routine flows.
7. Flexibility to adjusting priorities.

APPLICATION PROCESS: E-mail: jobs@westside-health.org
Reference job id: 92706-RNC/ACT

or
Mail Resume To:
Human Resources Department
Westside Community Services
1153 Oak Street
San Francisco, CA 94117

Phone: 415-431-9000
Fax: 415-552-3917

WESTSIDE Community Services Is An Affirmative Action, Equal Opportunity Employer. People of Color And/Or Bilingual Are Encouraged to Apply.