



## **Job Announcement – Accounting Clerk**

### **General Summary:**

Under the direct supervision of the Vice President of Finance, the Accounting Clerk will provide support for the Accounting Division.

### **Essential Functions:**

Within a team-oriented environment, the essential functions of the job include but are not limited to the following responsibilities:

- Handle incoming mail, stamp received date and distribute to accounting staff
- Input data for cash receipts
- Responsible for the proper upkeep of the accounting file room
- Seals and distributes biweekly payroll checks
- Accounts Payable:
  - Handles intake of all Accounts Payable
  - Releases checks to payees as indicated on the check request
  - Troubleshoots questions on missing checks and unpaid invoices
- Responsible for pulling back-up documents for all audits
- Responsible for preparing audit schedules
- Responsible for ordering office supplies
- Handles errands for the department
- Performs other duties as assigned

### **Job Requirements:**

- Minimum one (1) year prior Accounting experience required.
- Proficiency using QuickBooks Enterprise, Microsoft Word and Excel.
- Must be flexible, self-directed, and responsible.
- Ability to recognize, prioritize, and a commitment to accomplish assigned tasks.
- Will provide support for other staff as a team member.
- Must be fluent in to read, write and speak in English; Bilingual Spanish is a plus.
- Must have a clean DMV record, possess and maintain a valid California Class C Driver's License and provide proof of current auto insurance.

### **Salary Range:**

There are three steps in this salary range from \$14.98/hour-\$19.98/hour. The initial salary starts at Step 1.

## Benefits Package:

We offer an excellent benefit package, which includes 100% employer paid Medical Insurance, Dental Insurance, Employee Assistance Program, Credit Union membership, Basic Life Insurance and AD&D. We also provide a selection of benefits including Vision, Voluntary Life, Short-Term Disability, and Long-Term Disability. We also offer a generous Paid Time Off program, 10 Paid Holidays and a 401 (k) plan with Safe Harbor Match.

## Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Performing physical activities that require the incumbent to stand or walk most of the time with bending, stooping, squatting, twisting and reaching.
- Activities often also require considerable use of arms and legs, such as in the physical handling of materials; including lifting of objects weighing up to 25 pounds.

## Application Information:

International Institute of Los Angeles (IILA) is an equal opportunity employer.

**All applicants are required to complete an IILA employment application.  
IILA will not accept resumes in lieu of an employment application.**

For a copy of our application please visit our website at [www.iilosangeles.org](http://www.iilosangeles.org) or contact Veronica Leon and she will email a copy to you.

Send your resume and completed application to:

Veronica Leon  
International Institute of Los Angeles  
3845 Selig Place  
Los Angeles, CA 90031  
(323) 224-3800  
[vleon@iilosangeles.org](mailto:vleon@iilosangeles.org)