

**San Andreas Regional Center**  
**Position Opening Notice**  
**Accounting Department – Fiscal Assistant III**

Location: Campbell  
Salary Range: \$2468 - \$2998 Monthly  
Benefits: Competitive benefits include: CalPERS pension plan, 100% of employee's medical, dental and vision premiums are paid for full-time permanent employees

San Andreas Regional Center is a non-profit organization that serves children and adults in the developmentally disabled community. Our accounting department manages two primary budgets. As the demands for our services increase, we look for qualified candidates to assist in the growth of our organization.

**POSITION DESCRIPTION:**

While maintaining good public relations with the community and implementing the goals of the Agency, this position is to handle high volume of complex accounting and clerical tasks in the Fiscal Department using independent judgment and initiative in keeping or reviewing the Agency's financial or statistical records.

**RESPONSIBILITIES:**

- Work successfully within a fiscal team responsible for \$19 Million in monthly invoice payments to over 6000 businesses and entities that serve our 12,000 clients.
- Perform accounts payable analysis and procedures.
- Verify proper authorizations prior to invoice processing.
- Conduct financial calculations on various purchase orders based on existing and new contractual agreements between our corporation and various agencies and other third parties.
- Work with your fiscal team to meet deadlines for invoice processing and check payments.
- File bills, vouchers, documents and other materials.

**KNOWLEDGE OF:**

- At least 3 years of general accounting experience preferred.
- 10-Key calculator by touch.
- Knowledge of financial practices and terminology.
- Good writing and verbal communication.
- Able to function in a fast-paced environment while utilizing good judgment.
- Analytical and detail oriented.
- Completion of twelfth grade level.

**DATE POSTED:** May 5, 2010

**Deadline:** Until Filled

**Send Resume To:** **Mary duTrieuille**  
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