



# Employment Opportunity

**Position: Accounting Assistant**

**Location: Placerville, CA**

**Schedule: Monday through Friday, 8:00 am to 5:00 pm**

**Wage: \$15.00 to \$19.00 (D.O.E.)**

## **Position Summary**

Position will report directly to the Executive Director and is responsible for all aspects of Accounts Payable, Accounts Receivable, and general bookkeeping. Medi-Cal billing: Maintain records of each client, verify funding sources and authorizations, collections, and accounting of contract balances. Accounts Payable: Maintain accounting system, set up vendors in QuickBooks, maintain records of payables, invoices, code expense accounts, allocations to facilities, prepare weekly payables worksheet for approval of invoices, keep vendor accounts current and paid timely. Facilities: Order supplies, arrange vehicle maintenance and office support for other departments. Training will be provided for multiple aspects of this job.

## **Qualifications**

- High School diploma or GED (AA in Accounting or higher preferred)
- Must have bookkeeping and computer experience
- Must have working knowledge of Microsoft Office, QuickBooks and Excel
- Ability to accomplish assigned tasks and duties timely
- Strong communication skills
- Experience in providing support to Administrative staff

## **How to Apply:**

### **Qualified Candidates**

**Email resume and cover letter to:**

**[hr@progresshouseinc.org](mailto:hr@progresshouseinc.org)**