



# BIENESTAR HUMAN SERVICES, INC.

## **JOB TITLE: ACCOUNTING CLERK**

Bienestar Human Services, Inc. is a unique non-profit social service organization that successfully improves the health and well-being of the underserved Latino community in Southern California. BIENESTAR uses a uniquely relevant, peer-based approach, combined with 100% cultural competence and community outreach, to improve the outcome of public health. BIENESTAR networks with other social service organizations to provide a complete package of support to its clients.

**JOB SUMMARY:** Under the supervision of the Accountant, the Accounting Clerk performs a variety of department support duties as directed.

### **GENERAL RESPONSIBILITIES:**

- Handles Accounts Payable function; processes invoices and checks requests for G/L coding; prepares and disburses payments; reconciles and ages accounts payable and manages contact with vendors and subcontractors.
- Coordinates Medi-Cal billing process; receives and verifies reports, prepares and submits claims. Reconciles payments to billing.
- Performs other accounting related duties within the department. These include, but are not limited to, filing and preparing reconciliations and reports for subcontractor billings and miscellaneous payroll withholdings.
- Maintains and reconciles petty cash fund.
- Prepares employee reimbursements. Verifies expenditures as needed.
- Administers employee enrollment in company insurance benefits plans. Coordinates changes/terminations with outside broker.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Associate College Degree preferred plus 1-3 years accounting experience
- Excellent written and verbal skills; bilingual Spanish/English skills preferred
- Proficiency using Microsoft Office (Word, Excel, Outlook)
- Familiar with accounting procedures and ADP Workforce Now payroll software.
- Demonstrated ability to prioritize tasks and meet key deadlines.
- The position is a full-time direct hire.
- All work is performed onsite in our East Los Angeles office

**HOURS:** Full Time Position M-S Some evenings required.

**SALARY:** \$18.30 to \$25 per hour. DOQ/DOE

**BENEFITS:** Health, Dental, and Life Insurance, Sick and Vacation Pay and 403B Retirement Plan with Employer Match. 14 Paid Holidays

**LOCATION:** East Los Angeles office

**SEND RESUME:** Hrjobs@bienestar.org

**Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer.  
Members of the LGBTQ+ community are encouraged to apply**