



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Accounting Assistant

Basic Function:

Under supervision of the Director of Administration, the Accounting Assistant performs a wide range of accounting and fiscal duties in support of the organization's financial operations. The position assists with general ledger maintenance, banking, audit coordination, state claim processing, and other accounting and administrative functions. The Accounting Assistant ensures accuracy, compliance, and timely completion of financial tasks and provides support for multiple fiscal roles within the department.

Duties and Responsibilities:

General Ledger

- Prepare, code, enter, edit, and post manual and automated journal entries within the accounting system.
- Maintain the General Journal and subsidiary ledgers, ensuring accuracy and completeness.
- Reconcile and balance general ledger accounts and assist with year-end closing procedures.
- Coordinate with the Controller to reconcile physical inventory records from the inventory database to the general ledger equipment purchases.
- Maintain and update the Chart of Accounts and related documentation.
- Monitor and reconcile general ledger receivables and payables; research and resolve discrepancies.
- Provide analytical support and assistance with budget and financial reporting activities.

State Claim

- Prepare and post manual journal entry adjustments as needed for state claims.
- Reconcile and process the monthly state claim, ensuring accuracy and compliance with reporting requirements.
- Verify and submit monthly claim reports and maintain up-to-date reconciliation spreadsheets.
- Prepare manual adjustments and reconcile claim data to the general ledger.

Banking

- Prepare and reconcile monthly bank reconciliations for all accounts.
- Process and verify electronic transfers, including check issue files and direct deposit transactions.
- Conduct research on outstanding or stale-dated checks, authorize stop payments, and document resolutions.
- Review and monitor daily cash management activity and ensure balances align with issued checks and deposits.
- Update/Maintain agency signature cards.
- Assist in processing transactions such as bank wires.
- Notify supervisor of balance variances or irregularities.
- Serve as the primary bank liaison in the absence of the Director of Administration or their designee.
- Maintain security and control of check stock and canceled checks.



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Audits

- Coordinate the preparation of audit materials and maintain detailed audit logs.
- Serve as the main point of contact for auditors in the absence of the Director of Administration or designee.
- Provide DDS inventory auditors with general ledger information and supporting documentation as needed.

Grants, Contracts, and Budget

- Assist with the setup, monitoring, and compliance tracking of grants and special contracts.
- Track and reconcile revenues and expenditures to ensure alignment with approved budgets.
- Assist with the preparation of financial analyses and budget reports.

Accounting and Clerical Support

- Provide administrative and accounting assistance to the Director of Administration, Fiscal Monitor/Controller, and other fiscal staff as needed.
- Provide guidance and support to the Accounts Payable Assistant as needed, and report any issues or discrepancies to the supervisor to help maintain smooth workflow and continuity
- Maintain organized filing systems and fiscal records, including digital and physical documents.
- Process mail, copying, and other clerical functions to support departmental efficiency.
- Assist with special projects, perform accounting research, and prepare financial or statistical reports as requested.
- Support overall fiscal operations to ensure smooth departmental workflow and compliance with internal procedures.

Other Duties

- Provide backup support for fiscal operations, including check issuing, accounts payable invoice processing, and journal entry posting
- Maintain accurate fiscal documentation, spreadsheets, and records.
- Perform other related duties as assigned to support the effectiveness and integrity of fiscal operations.

Knowledge of:

- Basic and intermediate accounting principles, preferably with some experience in government or fund accounting.
- General understanding of financial reporting, budgeting, and reconciliation processes.
- Familiarity with computerized accounting systems, spreadsheets, databases, and standard office software.
- Understanding of recordkeeping and document management best practices.
- Awareness of confidentiality requirements when handling sensitive financial information.

Ability to:

- Accurately enter, reconcile, and maintain financial records.
- Analyze and prepare financial reports or summaries.



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

- Solve problems and identify discrepancies in financial data.
- Work collaboratively with others in a team environment.
- Organize and prioritize multiple tasks to meet deadlines.
- Communicate clearly, both verbally and in writing.
- Maintain confidentiality and handle sensitive information with discretion.
- Demonstrate initiative by proactively learning and performing all assigned duties and responsibilities, seeking guidance as needed, and identifying opportunities to support departmental goals.

Education and Experience:

- Graduation from high school or equivalent
- Four years of paid accounting experience in an accounting office, including use of a computerized accounting system and microcomputer accounting tools, such as, spreadsheets and databases.
- An AA degree in accounting or business administration may be substituted for one year of experience. A bachelor's degree in accounting or business administration may be substituted for two years of experience.

Other Requirements:

- This position requires reliable transportation or the ability to obtain independent transportation.
- Meet the physical requirements necessary to perform assigned duties safely and effectively, including lifting twenty-five (25) pounds on an occasional basis and in excess of twenty-five (25) pounds with assistance.
- Flexibility in scheduling workdays and hours is vital to this position and is frequently necessary when deadlines must be met.
- Travel is not normally a requirement of this position but occasionally it may be necessary.
- This position requires the ability to work under pressure of deadlines and a fast-paced, demanding environment and to cope with complex and often stressful situations.

Redwood Coast Regional Center's Workplace Security Policy:

Employee security responsibilities:

- Access only the systems, data, and physical spaces required for your position.
- Keep credentials confidential, never share or reuse them and use multi-factor authentication (MFA) where implemented.
- Immediately report suspected credential compromise, security incidents or any suspicious activity, or potential risk, to the ITG Team and/or your supervisor.
- Complete all required security and data protection trainings on time.
- If working out of the office such as in the field, use secure connections and compliant, protected devices; do not access or store confidential information on unsecured networks or personal devices without authorization
- Return all organizational assets upon termination of employment or at the end of your contract and cooperate with HR/IT to promptly remove system access.
- Understand that violations of security policies and procedures may result in disciplinary action, including termination of employment and/or legal action.



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Working Conditions:

Environment:

- Office Environment.
- Driving, or riding in, a vehicle to conduct work.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard and phone keypad.
- Sitting for extended periods of time.
- Standing, walking twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-25 pounds to waist height.



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

Core Competencies for Accounting Assistant

1. Support / Service

- Understands and demonstrates RCRC Mission and Vision.
- Interacts professionally with clients, families, agencies, service providers, and colleagues at all times.
- Employs person-centered thinking principles in interactions with clients, staff, and service providers.
- Demonstrates a problem-solving approach when challenges are encountered.
- Supports the fiscal department by providing accurate and timely data, documentation, and analysis to aid decision-making.

2. Initiative

- Takes personal responsibility for one's own job performance and demonstrates commitment to professional growth through ongoing training.
- Proactively learns and performs all assigned duties and responsibilities, seeking guidance when needed.
- Works effectively without constant supervision, exercising sound judgment within assigned tasks.
- Identifies opportunities to improve workflow and supports departmental goals.

3. Adaptability

- Demonstrates flexibility in the face of change.
- Projects a positive demeanor regardless of changes in workload or processes.
- Learns and adapts to new procedures, programs, and data management systems as needed.
- Adjusts priorities and approaches to meet departmental and organizational needs.

4. Communication Skills

- Communicates clearly and accurately, both verbally and in writing, to project a positive image of the agency.
- Documents and communicates information in a factual, concise, and timely manner.
- Exhibits active listening skills when receiving input on others' ideas or concerns.
- Responds to phone calls, emails, and inquiries professionally and promptly.

5. Team Player

- Works as a competent member of the team, willingly providing backup support to colleagues.
- Supports group goals and willingly assists other departments as appropriate.
- Maintains professional relationships with supervisors and peers through regular communication.
- Promotes cooperation across work units, departments, and allied agencies.

6. Judgment

- Exhibits sound judgment and makes reasonable decisions within assigned duties.
- Recognizes when to escalate issues or seek additional information before making decisions.
- Demonstrates professional ethics, including confidentiality, honesty, integrity, respect, and accountability.
- Maintains confidentiality regarding sensitive fiscal and organizational information.



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

7. Proactive / Problem-Solving

- Anticipates potential issues and takes action to prevent them.
- Applies analytical skills to interpret financial data and departmental needs.
- Approaches challenging tasks with a “can-do” attitude.
- Identifies discrepancies, resolves minor issues, and escalates when necessary.

8. Organization / Time Management

- Organizes workload to balance multiple priorities and meet deadlines.
- Maintains a clean, organized, and efficient workspace.
- Manages multiple tasks simultaneously without loss of composure or accuracy.
- Keeps accurate records and ensures documentation is easily retrievable.

9. Computer / Technical Skills

- Proficient in standard office equipment (computer, fax, photocopier, scanner).
- Strong working knowledge of required software, including SANDIS, ADP, Microsoft Outlook, Word, and Excel.
- Quickly adapts to new technology and acquires technical skills as needed.
- Able to create spreadsheets, tracking systems, and reports to support fiscal and departmental functions.
- Detail-oriented and knowledgeable of accounting principles.
