



**San Francisco Clean City Coalition
Job Announcement**

Job Title: Senior Accounting Associate
Reports to: Executive Director
Position Details: Part-time, Approximately 20-24 hours/ week
\$20 per hour, available immediately, open until filled

Clean City is a non-profit organization that focuses on cleaning, greening, and beautifying San Francisco.

We are looking for a hard working, detail oriented, reliable, full cycle Accounting Associate able to support our operations and staff in a position of responsibility within the organization.

You will work closely with the Fiscal Manager and be trained by our existing accounting staff person.

Job Description (partial)

Bookkeeping

- Process accounts payable, accounts receivable and prepare weekly bank deposit.
- Code expenses to appropriate expense and grant categories.
- Create invoices and billings

Payroll Administration

- Administer all aspects of the payroll system using ADP PayXpert and EZ Labor Manager
- Process payroll twice a month

Records and HR Maintenance

- Maintenance of accounting files in a reliable and orderly way.
- Coordination and administration of all employment related paperwork.
- Serve as liaison to Clean City's HR consultants as needed.

Qualifications:

- Prior hands on accounting experience is a must, non-profit experience is preferred.
- 2+ years of hands on bookkeeping experience preferred.
- Prior experience with Quickbooks is required.
- Prior experience with ADP Payroll is a plus.
- Strong proficiency with Microsoft Office (particularly Excel) and Windows-based computer applications
- Solid writing and communication skills
- Ability to work with a diverse population

Please submit resume and brief cover letter to:

info@sfcleancity.com

or via mail to:

NO Faxed copies!

NO phone calls please!

Accounting Associate
c/o Executive Director
San Francisco Clean City Coalition
666 Toland Place, San Francisco, CA 94124