CDC Small Business Finance Corp

Job Description

Job: Jr. Staff Accountant Date: November 2019

Reports to: Accounting Manager Exempt Status: Exempt

Hours: Full Time Location: San Diego

**Job Responsibilities:**

Provide accounting and clerical assistance to the accounting department. Record journal entries to the general ledger system. Accountable for collecting timekeeping information and issuing pay and pay-related information to employees. Assists with Accounts Payable and ensures files are complete and maintained as needed.

**Job Duties:**

* Prepare journal entries, account reconciliations and account analysis as needed
* Post cash transactions and adjustments to general ledger
* Process outgoing wire transfers
* Update Accounts Receivable and issue invoices
* Process semi-monthly payroll
* Maintain payroll information by collecting, calculating, and entering data
* Resolve payroll discrepancies by analyzing information
* Provide payroll information by answering questions and requests
* Maintain payroll operations by following policies and procedures; reporting needed changes
* Process employee expense reimbursements
* Maintain employee’s confidence and protects payroll operations by keeping information confidential
* Provide back-up for Accounts Payable
* Provide accounting support to the accounting department
* Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice by management

**Skills and Qualifications:**

Associate degree or higher in Accounting, Finance or related field, Analytical mind with strong conceptual and problem-solving skills, Attention to Detail, Confidentiality, Thoroughness, General Math Skills, Financial Software, Reporting Skills, Verbal Communication, Outstanding Organizational and Time Management Skills