



**JOB TITLE:** Accounting Associate  
**REPORTS TO:** Accounting Manager  
**STATUS:** Part-time; 20 hours per week  
**PAY TYPE:** Non-Exempt/Hourly  
**LOCATION:** San Diego, California

Are you looking for a meaningful job opportunity with an organization that is making a difference in your community? Voices for Children is a respected, local nonprofit organization focused on fulfilling our mission to advocate for the needs of children in foster care. Consistently ranked in the top three CASA programs out of 1,000 nationwide, our team takes pride in serving our children with the highest level of excellence and care.

### **About Us**

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

### **About the Position**

Voices for Children is looking for a part-time Accounting Associate who will have the combined responsibility of processing accounts payable, collecting data for grant reporting and assisting in maintaining the donor database.

The Accounting Associate should be prepared to handle matters confidentially and with the strictest security when the need arises, whether the items are labeled confidential or not. Further, this employee must work as a collaborative member of the Voices for Children team.

### **Duties/Responsibilities**

- Accounts Payable processing including receipt and review of incoming invoices, obtaining required approvals, data entry and payment processing
- Distribution of petty cash
- Bank deposit runs, monthly, or as needed
- Data collection for grants would include exporting data from CASA Manager to identify children eligible for grants; taking screenshots and redacting records for grants, completing documents, and providing documentation for back up

- Support the integrity of our donor database by updating donor records in Raisers Edge
- May be required to provide support at special events and activities involving VFC as requested by the President & CEO
- Continually work to further the Mission and Vision of Voices for Children
- All other duties as assigned

### **Education/Experience**

- Must have at least 1-3 years of accounting/accounts payable experience
- Experience with Blackbaud a plus
- An Associates or Bachelor's Degree in business or accounting is preferred but not required
- Experience working with and processing invoices preferred
- Prior data entry experience preferred
- Must be comfortable with repetitive tasks
- Experience Microsoft Office (Word, Excel, Outlook, etc.) at a proficient level
- 10-key by touch
- Must be self-motivated, proactive, and a team player
- Must be able to communicate effectively with individuals at all levels, both inside and outside the organization, and have a high level of initiative and follow-through
- Must be meticulous in attention to detail, with good time management skills
- Must have a valid California driver's license and automobile insurance as well as access to an automobile for local travel
- Must meet all security screening requirements as set forth in the California Rules of Court, Rule 5.655

### **Work Schedule**

This position is part-time, 20 hours per week; some about 50% of the time must be spent in our office but some work may be performed remotely. Employees are expected to work any additional time as required to meet deadlines and complete assignments. The VFC office is open for business Monday through Friday: 8:00 AM to 5:00 PM.

### **Physical Requirements**

- *Able to sit for prolonged periods of time*

- *Able to sit at a desk and view a computer screen for up to two hours*
- *Able to speak into and use a telephone*

#### Work Environment

- *Professional office environment*
- *Fast paced working with multi-level distractions*

#### **How to Apply**

Please go to the following link: <https://jsco.re/7pmeq> and click “Apply for this Job” to apply. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume

The person who is offered the position will undergo a background check, including a DMV record review, FBI and DOJ fingerprinting, and a check of the Child Abuse Central Index.

*At Voices for Children, we believe that we can best accomplish our mission of transforming the lives of children in foster care by maintaining an environment that reflects the diversity of the youth we serve. Voices for Children encourages and values diversity among our staff and volunteers.*

*Voices for Children is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*