



NORTHERN CALIFORNIA CANCER CENTER

POSITION DESCRIPTION

JOB TITLE	Accountant (Temp)	ORG. UNIT	Administration
SUPERVISOR	Finance Manager	STATUS	Temporary (11 months), non-benefited, full time

PURPOSE OF POSITION:

- Perform a range of general accounting and finance tasks.

PRINCIPAL DUTIES:

1. Assist various staff in the Finance Department with general accounting and financial duties which may include but are not limited to:
 - Accounts payable - review and approve vouchers and batches for posting; ensure vouchers are processed to proper general ledger accounts; update and maintain computer generated reports and spreadsheets; maintain controls for proper disbursement.
 - Accounts receivable - review and approve the cash receipts for posting; update all ancillary reports.
 - General ledger - review and approve recurring and adjusting journal entries; prepare monthly close and reconcile all general ledger accounts on a monthly basis.
 - Financial statement and analyses – assist in preparation of monthly and quarterly financial statements; prepare ad-hoc schedules and analyses as required.
 - Update and review all cash management reports and spreadsheets

QUALIFICATIONS:

- B.S. degree in Accounting or Finance and 3 years of professional experience in accounting or finance, preferably in a non-profit organization with federal funding.
- Demonstrated experience with computerized accounting systems; excellent Excel skills.
- Good verbal and written communication skills; demonstrated analytical and problem solving skills.
- Ability to function in a complex, collaborative environment.