



309 East Second Street
Pomona, CA 91766
Tel 909.469.8300
Fax 510.380.6637
info@tc4oh.org

Job Title: Accounting Specialist
Reports To: Office Manager
FLSA Status: Non-Exempt
Effective Date: TBD
Pay Range: Based on Experience
Location: Pomona, CA
To Apply: Email Resume and Cover Letter to asequeira@tc4oh.org

POSITION DESCRIPTION

Position Summary

Center for Oral Health is looking for a Part-Time Accounting Specialist to join its finance division. Center for Oral Health is a long-standing nonprofit organization whose mission is to improve oral health, especially of vulnerable populations, through innovation, research, education and advocacy. Great opportunity for the right candidate to join a unique working and learning environment.

Essential Duties and Responsibilities

- Provide accounting and clerical support to the finance department
- Prepare and maintain orderly accounting documents and financial filing system
- Record accounts receivables and accounts payables transactions
- Reconcile vendor and customer account balances
- Research and assist with outstanding account receivable collections
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Function in accordance with established standards, procedures and applicable laws
- Constantly update job knowledge
- Assists with the assembly of financial data for audits
- Any other duties as assigned

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in accounting
- Outstanding written and verbal communication skills
- Great administrative organizational skills
- Knowledge of GAAP
- Bilingual preferred
- Accounting experience, preferably as an Accounts receivable or Accounts payable clerk
- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office and accounting software
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail



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Other Skills and Qualifications

Must have excellent organizational and interpersonal skills in order to manage the diverse tasks and interact with the varied constituencies involved in the programs.

Language Skills

Given the service population that is benefitted by the funding for this position, Bilingual skills in Spanish (*English-Spanish*) are strongly preferred.

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from managers, vendors, patients, and the general public.

Computer Skills

Basic computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook and Access) for email, data access, budgeting, and reporting. Ability to navigate electronic dental health record/billing software.

Certificates, Licenses and Registrations

N/A

Other Requirements

Must complete and submit documentation of the DOJ Live Scan process (Department of Justice) to obtain clearance to work.

Travel Requirements

Must have reliable transportation and be available to travel to various locations where project is implemented. Travel may be required on a local, regional, or national level for program implementation, program activities or attend conferences related to the programs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands, and to talk or hear. The employee is regularly required to walk and reach with hands and arms. The employee is occasionally required to stoop. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision due to see the intricacies of the dental equipment. Prolonged sitting or standing may be required. Those physical movements and the degree of mobility normally associated with the practice of primary care dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols, as well as the ability to utilize telephones, computer terminals, and copiers is required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work under stressful conditions as well as irregular hours may be required. Exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

TO APPLY

To be considered for this position, applicants must attach a resume and cover letter. Please forward all to:

Andrea Sequeira
Center for Oral Health
asequeira@tc4oh.org