



Non-Exempt
June 14, 2010

JOB ANNOUNCEMENT

- Position:** Account Clerk II
- Reports to:** Accounting Officer
- Salary Range:** Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

This position is responsible for processing payroll within an established framework of procedures, under the general supervision. Prepares all payroll reports. Processes insurance payable in a timely and accurate manner. Assists in the maintenance of the general ledger.

Principal Responsibilities:

1. Calculates timesheets and inputs payroll information into the computer.
2. Completes payroll processing.
3. Prepares semi-monthly and monthly payroll reports.
4. Maintains employee's attendance records.
5. Assists in the maintenance of the general ledger by using principals of double entry accrual accounting.
6. Reconciles and posts patient receipts into general ledger.
7. Performs duties such as answer the phone, filing, light typing as well as data entry.
8. Makes periodic errands to various sites.
9. Makes bank deposits.
10. Inventory.
11. Other duties as assigned.

Requirements:

1. Experience in computer hardware/software for accounting purposes.
2. One year's accounting clerical experience.
3. Strong communication skills.
4. Must have a high school diploma.
5. Some college level accounting courses recommended.
6. Must have a valid California Driver License.
7. Ability to travel from site to site.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 311
Fax Number (213) 413-3443
E-Mail hresources@jwchinstitute.org

Closing date: Open until filled.
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