

# United States Jobs Expertini®

## Junior Accountant

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Company: CCUIH

Location: San Francisco

Category: business-and-financial-operations

### Organization's Description:

The California Consortium for Urban Indian Health (CCUIH) supports health promotion and access for American Indians living in cities throughout California. Established in 2006, CCUIH is a nonprofit 501(c)(3) statewide alliance of Urban Indian health programs (UIHP) and substance abuse treatment facilities collectively referred to as UIHPs. By blending the leadership and experience of our consortium members with shared resource development, and by combining applied research with educational and policy advocacy efforts, CCUIH offers innovative strategies to support the health and wellness needs of the Urban Indian community in California.

### Position Summary:

The Junior Accountant reviews the organizational financial guidelines and procedures to ensure the business is following the proper state and federal regulations. If any accounts payable and receivable questions or issues appear, the Junior Accountant addresses them and works to resolve the problem. They will develop monthly financial statements regarding the company's profits, loss statements and balance sheets.

### Skills and Responsibilities:

Attention to detail: The Junior Accountant will have to reconcile accounts, noticing any discrepancies and miscalculations. This requires strong observation skills and keen attention to detail. Incorrect information can throw a budget off track and cause incorrect reporting.

**Problem-solving skills:** Junior Accountants work closely with the accounting team and upper management. The ability to identify a problem and resolve it appropriately is critical to resolving potential mistakes. Reconciling accounts requires a comparison between reports, accounts and line items. Locating a discrepancy and resolving the error is easiest when you can identify the problem and take the steps to resolve it without excessive time spent.

**Skill with technology:** Junior Accountants will benefit most from being adept with technology. Accounting software (Quickbooks), spreadsheet programs and standard email are all key elements in this type of work. Being comfortable with these programs will enable the candidate to succeed as a Junior Accountant.

**Communication:** Because Junior Accountants interact with multiple staff members, the ability to communicate clearly and effectively is beneficial to a productive individual. Phone conversations, written communication via email and formal letters, as well as in-person meetings all require the Junior Accountant to have the ability to convey their ideas, concerns and solutions.

### **Minimum Qualifications:**

Experience with Quickbooks

Evidence of other executive or collaborative leadership experience and capabilities

Evidence of success guiding or facilitating organizational change and development

Evidence of ability to collaborate, manage, and communicate effectively in multifunctional and intercultural teams

Sound, seasoned judgment and ability to demonstrate values-based leadership

Evidence of analytical, financial planning, management and reporting skills

Strong experience in Human Resources management

Experience reporting to or engaging with boards

Evidence of strong oral and written communication skills, and an ability to translate financial concepts and data into understandable language

Ability to design and run distributed financial systems involving multiple locations

Evidence of commitment to fostering collaboration and teamwork

Strong interpersonal skills and ability to build and maintain positive relationships and networks with diverse peoples and organizations

High level of integrity and commitment to CCUIH's mission, vision and core values of Indigenous rights and self-determination

Ability to manage and motivate staff through effective leadership, mentoring, communications, coaching, professional development, facilitation, evaluation, and transparent systems of rewards and responsibilities

Sensitivity to and support of cultural diversity and social justice

Knowledge of Indigenous cultures and systems and an ability to understand and translate these into operational procedures

Passion for and commitment to advancing Indigenous peoples' rights and leadership

Evidence of humility, creativity, a team-oriented spirit, and sense of humor

**Benefits:**

CCUIH considers our employees to be our most valuable resource and offers an excellent benefit package: competitive salaries, sick/vacation leave program for full-time regular status employees.

**Note to Applicants:**

Please be advised a post job offer, pre-employment background clearance may be required.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

**AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA):** CCUIH abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

**AMERICANS WITH DISABILITIES ACT (ADA):** CCUIH abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and

considerations. Furthermore, CCUIH will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

CCUIH is the statewide organization serving Urban Indian communities across California.

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