



## JOB OPENINGS

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**Position: Accounting Clerk**

**Location:** HPC Headquarters

**Hours:** 8 am to 5 pm –some evenings and weekends required

**Pay Rate:** \$15.00

**Classification: Project Hire – RRC Project**

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This is a great opportunity to join a company poised for growth that encourages teamwork without minimizing the contribution to the individual. We value candor and accountability, and we perform with integrity and respect.

We embrace change and an entrepreneurial spirit. Our people and our clients are our most important assets!

We offer our employees a competitive pay rate and benefits package that includes holiday pay, pre-tax reimbursement accounts, voluntary supplemental insurance, employee assistance program and a 401(k) plan.

**EXAMPLES OF DUTIES:**

Report to Report to Business Service Manager and/or Executive Management Team, responsibilities include performing a variety of duties related to the performance of accounting, bookkeeping, overseeing the collection of monies, checks, processing disbursements, reconciles all revenue collected on a daily basis. Check balances against accounting receipt records, prepares financial reports such as summaries, revenue transmittal sheets, trial balance reports and back account reconciliation forms, complies and maintains record of quantity, type, and value of material equipment, merchandise, or supplies stocked in establishment, compares inventories to office records, or computer figures from records, such as sales orders, production records, or purchase invoices to obtain current inventory. Prepare reports, such as inventory balances, price lists, and shortages. Verifying and signing shipping documents for merchandise acquired and verifying the quantity and condition of merchandise ordered against purchase documents.

**MINIMUM REQUIREMENTS:**

- At a minimum, must possess a bachelor's degree from an accredited college or university and have a minimum of two (4) years of successful full time employment in the accounting/business fields.
- Knowledge of basic accounting and bookkeeping procedures
- General knowledge of and ability to use personal computers and word processing software
- Ability to learn the procedures and functions of the office to which the position is assigned
- Ability to use a calculator, performs basic arithmetic, and performs routine computer data entry
- Must have a social security card issued by the U.S. Social Security Administration
- Contract employees must undergo and pass an extensive Background Check

**HOW TO APPLY:** Submit to: Channele Brimmer; [resume@hpcemployment.org](mailto:resume@hpcemployment.org) or Fax: (310)756-1562; Submit the following to be considered; HPC Employment Application; 3 Reference Forms; and a Resume. **Locate all HPC Forms on our website;**[www.hpcemployment.org](http://www.hpcemployment.org); **Click the "Employment Tab" to view**