
Opening: *Upbeat Accountant*

Location: Carson, CA **Pay:** \$38,000-\$45,000 Annually **Hours:** Full Time

Benefits: 401K, Flexible Spending, Employee Assistance Program, Medical, Dental and Vision.

Requirements: Bachelors degree in Business, Accounting or Economics with three to five (3-5) years of experience in financial management, budgeting, account receivable/payable, bank reconciliations, and experience with government contracts preferred but not required, proficient in Microsoft Word, Microsoft Excel and Power Point. Reliable Vehicle, Drivers License, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship, and Security check.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCemployment.org.

The position: The ideal applicant will provide **evidence** of (1) providing financial information to management in timely management through the utilization of time management skills, (2) working knowledge of accounting software applications and payroll services, (3) working knowledge of federal and state financial regulations, (4) preparing financial documents including but not limited to: reports, statements, projections and ledgers in a neat and timely matter, (5) bookkeeping by inputting data on a Daily, Monthly, Quarterly and Annual level, (6) setting up and maintaining the accounting system, (7) assisting with business tax return preparation, (8) implementing and maintaining budget and cash flow management, (9) processing accounts payable, receivable and payroll, (10) calculating, posting, and verifying to obtain financial data for use in maintaining accounting records, (2) compiling and sorting of documents, such as invoices and checks, (3) substantiating business transactions, (6) computing and recording charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items, (7) typing vouchers, invoices, checks, account statements, reports, and other records, using a typewriter or computer. The **ideal applicant** will demonstrate superior abilities and skills in (1) managing one's own time, (2) being honest and ethical, (3) compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data, (4) a willingness to take on responsibilities and challenges, (5) accepting criticism and dealing calmly and effectively with high stress situations, (5) being open to change (positive or negative) and to considerable variety in the workplace, (6) being reliable, responsible, and dependable, and fulfilling obligations, and (7) being careful about details and thorough in completing tasks.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to resume@hpcemployment.org or fax to (310) 756-1562.