



Accounting Clerk Accounting Unit

Location: Sacramento, CA (hybrid-home/office)

Individuals who are Deaf or Disabled are encouraged to apply.

SALARY RANGE (Depending on Experience): \$20.64 hr - \$30.22 hr (Band 3)
We base salary and position offers on experience and an internal equity analysis.

Employment Status: Non-Exempt; Regular; Full time (37.5 hrs)

EXCELLENT BENEFITS including 8% 401k Match, a language differential up to \$250/mo. Health (HMO and PPO options), dental, vision, basic life insurance, short-term and long-term disability insurance and flexible spending accounts (medical, dependent care and commuter). Additionally, we offer ample vacation, sick/self care leave and eighteen paid holidays (including the last week in December) and more..... We are a Public Service Loan Forgiveness (PSLF) - eligible employer.

Application Deadline: *Open until filled.* Applications should be received by February 10, 2023 to be considered for the first round of interviews.

WHO WE ARE

Disability Rights California (DRC) defends, advances, and strengthens the rights and opportunities of people with disabilities.

DRC works for a world where all disabled people have power and are treated with dignity and respect. In this world, people with disabilities are supported, valued, included in their communities, afforded the same opportunities as people without disabilities, and make their own decisions.

DRC values all forms of human diversity. We are committed to a culture of belonging where all people are welcome. In order to be effective advocates for all people with disabilities, we must address discrimination in all its forms, including the unique challenges faced by people who experience the intersection of multiple systems of discrimination.

PURPOSE OF THE JOB

This position is responsible to and supervised by the A/P Supervisor or designee, provides administrative and clerical assistance to the Accounting Unit, and performs Accounts Payable duties as outlined below.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or general education degree (GED); plus 1-2 years related experience in accounting and/or business practices.

- Minimum of two years' experience with word processing and spreadsheet software in a Windows environment (preferably MS Office software).
- Experience performing general administrative/clerical work, and ability to organize and prioritize multiple tasks with varying or conflicting deadlines and work well under pressure with minimum supervision.

Licenses / Certificates

This position has no licenses or certificates requirements.

PREFERRED QUALIFICATIONS

- Experience and knowledge of Generally Accepted Accounting Principles (GAAP), accounting terminology, practices, and procedures.
- Proficient knowledge of Windows based computer applications including Internet access and Microsoft Office Suite, including intermediate or greater knowledge in Excel and Word, including pivot tables, VLOOKUP, etc.
- Experience using MIP or other enterprise accounting software.

Working at DRC is more than just a job - it is a rare opportunity to do what you are good at while making a difference! DRC offers competitive salaries and a generous benefit package. To view the detailed job description and complete the application process [here](#).