

Accounting and Administrative Clerk

Oakland, California

About WestCoast Children's Clinic (WCC)

Since 1979, WestCoast Children's Clinic has provided mental health services to over 20,000 vulnerable children and families, trained generations of clinicians, and published innovative research to inform public policy. We see over 1,700 kids annually, who all live below the federal poverty level. Sixty-five percent are in foster care due to abuse, neglect or because their parents can't take care of them. Through five community-based programs, WestCoast helps children grow up free to realize their potential. What we learn from our clients informs our practice, research and advocacy efforts.

Our Administrative Services group works to ensure the agency has the necessary capital to fulfill our mission, through coordinated admin support for all programs in the functional areas of Facilities, Human Resources, Finance/Accounting, IT, QA/QI and Training/Professional Development. All admin operations report up to the Chief Financial Officer, with designated Directors over these key admin areas.

Position Overview

This is a hands-on clerical administrative position that supports mainly our Finance and Accounting department, with some crossover duties extending to our HR/Personnel department. As this is a data-heavy role, the incumbent must be comfortable navigating across multiple software platforms to maintain data integrity in processes including data entry, analytics, processing, auditing and ad hoc data reporting. The role is fast-paced requiring a strong focus on accuracy and expediency along with critical thinking skills and the ability to maintain an organized, efficient system while working with repeated incoming requests. The ideal candidate has an eye for detail and enjoys working in a fast-paced, number and data driven environment. Experience organizing and maintaining records including physical and electronic files is preferred.

Responsibilities

- Audit clinician billable hours prior to submission for payment
- Audit credit card receipts and respond to consumer inquiries on billing and credit line issues
- Inputs data entry into the County's INSYST database from reports from WCC database and reconciles the output between the two systems
- Input and update new hire, current and terminated employee information in ADP and shared HR systems
- Assist with database management and tracking of HR processes utilizing shared online resources including spreadsheets (Google Sheets), Filemaker Pro, EHR database and other systems (i.e. Smartsheet)
- Assist with maintenance, filing, and auditing of personnel files, updating shared HR documents
- Support HR and Finance departments with ongoing work and projects
- Able to plan and manage multiple work tasks simultaneously
- Other special projects and duties as assigned.

Our ideal Candidate will have:

- Bachelor's degree preferred in human resources, finance/accounting or related degree or coursework, or equivalent experience and basic GAAP knowledge
- Finance or accounting experience as well as Human Resources experience strongly preferred
- Technical knowledge/skills: Proficiency using Mac platform, Microsoft Office, FileMaker Pro, and Google Apps
- General office skills - typing, filing, office machines, phone etiquette
- Flexible, able to learn, adapt quickly, strong attention to detail, and ability to maintain confidentiality and strong organizational skills
- Oral and written presentation skills
- Ability to prioritize and manage competing requests and deadlines
- Knowledge of and sensitivity around issues of race, class, and ethnicity

- Exemplary interpersonal communication skills, experience working with diverse staff, ability to exercise discretion and professionalism at all times.
- Ability to work well under pressure, demonstrating efficiency in time management, excellent organizational and multi-tasking skills.
- Able to self-initiate, work independently and collaboratively as part of a team.
- Knowledge of or ability to learn Medi-Cal reimbursement procedures and billing preferred.

Salary and Benefits

This is a full-time, salaried (non-exempt) position reporting to the Director of Finance, with a dotted line to Director of Human Resources. Starting pay rate \$21.25/hour (\$44,200 annualized) plus annual performance based comp, comprehensive benefits package and 403(b) plan.

To Apply

Please use the online submission form at <http://www.westcoastcc.org/work-here/> to submit your cover letter and resume describing how you meet these qualifications. Please note that cover letters are an important part of our applicant review process. It is also helpful to let us know where you saw this posting.

WestCoast Children's Clinic is an equal opportunity employer. We are committed to diminishing the influence of privilege and discrimination in our field and our workplace, whether due to differences concerning age, citizenship, color, disability, marital or parental status, race, religion, gender or sexual orientation.