



<b>JOB TITLE:</b>	Accounts Technician II		<b>STATUS:</b>	Regular / Full Time
			<b>FLSA Status:</b>	Non-exempt
<b>PROGRAM:</b>	Child Development San Marcos	<b>EEOC Job Category:</b>	Professional	
<b>SALARY RANGE:</b>	\$12.50 - \$14.85	SEIU Local 221 Union Position: Union Membership & Dues Applicable		
<b>OPEN</b>	Opens in-house on 9/05/14. Opens to the public on 9/16/14.			

**About MAAC**

MAAC has recently emerged from a period of significant growth in its programs, budget and staff. MAAC now has an annual budget in excess of \$43 million and has approximately 500 full time employees.

MAAC's President/CEO, Arnulfo Manriquez, is committed to developing a cohesive management team that will not only further embrace the value of MAAC as a single entity, but a team that will continuously build upon its current strengths to bring greater excellence to MAAC. One of his key initiatives is to enable the organization to integrate all of its practices, programs and systems into a strong, comprehensive structure that will serve to support MAAC's mission, goals and objectives. MAAC is on the road to creating a culture of excellence. We hope you will consider applying for a position with MAAC to join us on our journey.

MAAC is a multi-purpose social service agency with a successful history of serving various communities throughout San Diego County. In 1965, MAAC opened its doors to serve San Diego's disadvantaged and now has centers strategically located as far south as San Ysidro and as far north as Camp Pendleton. One million clients later, MAAC is still acting as a catalyst to help individuals and families become self-sufficient. Serving approximately 35,000 individuals per year, MAAC provides a spectrum of unique programs designed to assist clients by engaging them in the enhancement of their own lives through lifestyle changes.

MAAC's programs strive to improve clients' economic standing as well as their ability to access resources available to them. Included among the many programs and services now offered are Head Start/Early Head Start/State Preschool/QPI and other related early childhood development programs, two culturally specific recovery homes: Casa De Milagros and Nosotros, award-winning affordable housing complexes, community and workforce development programs, and a community charter school. MAAC's commitment to environmental sustainability carries the non-profit into the future with its low-income home weatherization program. For more information, visit [www.maacproject.org](http://www.maacproject.org).

**DEFINITION**

Under supervision, performs accounts payable functions, general data entry/word processing and office/clerical duties as assigned. Completes clerical assignments for administrative and management staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Answers telephones, takes messages, greets and refers visitors to appropriate resource, schedules appointments
- Performs data entry/word processing duties
- Established and maintains filing systems for correspondence, forms, reports, records, etc.

## **JOB ANNOUNCEMENT**

- Maintains records and statistical compilations
- Types letters, reports, forms
- Prepares and assists with program reports
- Maintains accounts receivable ledger
- Processes vendor invoices for payment
- Compares receiving reports to vendor statements
- Maintains subsidiary ledgers as required
- Provides a balance sheet monthly and submits it to appropriate persons
- Operates a variety of office equipment, such as duplicating machines, calculators, electric typewriters, computers
- Attends meetings as required
- Performs other related duties as assigned

### **QUALIFICATIONS**

#### **Knowledge of:**

- Laws, regulations, rules and policies and procedures applicable to areas of responsibility
- Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping
- Basic accounting and control policies and procedures
- General accounting systems and associated systems
- Practices and procedures for processing accounting information and interpreting data
- Standard office practices and procedures
- Records management; general office systems and procedures
- Intermediate level word processing/data entry

#### **Ability to:**

- Operate a computer, calculator and other standard office equipment
- Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility
- Perform duties that require high attention to detail and application of rules and specific procedural requirements
- Interpret, apply and reach sound decisions in accordance with rules, regulations and department procedures
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly
- Type 35 NWPM, format letters, reports, proofread and edit producing professional results
- Prepare clear and accurate financial records and reports
- Communicate clearly and effectively, orally and in writing
- Understand and follow written and oral instructions
- Maintain confidentiality of agency documents and records
- Establish and maintain effective working relationships with agency staff and others encountered in the course of work

**VALUE-BASED BEHAVIORS**

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- Listens attentively to others; asks clarifying questions to gain a better understanding of the other person's views and underlying assumptions
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers
- Identifies and takes advantage of opportunities for personal and professional development
- Attends work consistently and punctually arrives to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines
- Honors the private and confidential matters of co-workers. Protects the proprietary information of MAAC systems
- Follows rules, regulations, and policies; positively contributes to implementing changes
- Deals with issues directly, in a respectful and timely manner. Focuses on resolving the issue while not criticizing the person

**EDUCATION/EXPERIENCE/CERTIFICATION**

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High School Diploma or GED

One (1) year of proven related accounting experience/knowledge

A post high school degree or certificate in accounting or a related field is highly desirable

Note: Submission of transcripts, certificates, diplomas, verification of work experience may be required for certain positions.

**HEALTH STATUS**

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Must have a physical examination and TB clearance as required by state and federal regulations, and a drug screen by a doctor/clinic designated by MAAC prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

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The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit, talk or hear both in person and by telephone; uses hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with MAAC management, department managers and staff, Parent Policy Council, parents, community and business leaders, local elected officials, representatives of funding agencies, the media, the public and others encountered in the course of work, some of whom may be dissatisfied or upset.

**BACKGROUND CLEARANCE**

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All positions are subject to a background/education check, DMV check, NSOR, exclusion and debarment checks prior to hire and periodically throughout employment as required by various funding sources.

## **JOB ANNOUNCEMENT**

Note: California Start law requires background criminal checks on anyone who works in a licensed childcare facility who is not a client. Must have or obtain a current criminal background check clearance, signed criminal record statement, and signed Acknowledgement to Report Child Abuse form prior to the first day of employment.

### **TRANSPORTATION**

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Must have and maintain a valid California Driver's License, daily use of a personal, insured vehicle, and have and maintain a motor vehicle driving record acceptable to MAAC's insurance carrier. Incumbents will be enrolled in the California DMV Pull Program.

### **UNION MEMBERSHIP**

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This position is represented by Service Employees International Union, Local 221, CTW. Dues/deductions begin after 30 days of employment.

### **HOW TO APPLY**

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Please download an application from the employment section of our website, [www.maacproject.org](http://www.maacproject.org), and send the completed application with your resume and transcripts via email to [MAACHRrecruiter@maacproject.org](mailto:MAACHRrecruiter@maacproject.org). You may also fax your documentation to (760) 471-3753.

**Disclosure:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

In compliance with The Immigration Reform and Control Act of 1986 (IRCA), new employees are required to prove that they are legally entitled to work in the United States and must provide documents that establish both identity and employment eligibility as required for completion of the Employment Eligibility Verification form (Form I-9).

MAAC is a smoke and drug free workplace.

MAAC is an Equal Opportunity Employer (Minorities/Females/Disabled/Veterans).

MAAC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. MAAC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

MAAC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

An applicant or an employee may request a reasonable accommodation at any time, verbally or in writing. A reasonable accommodation request can be made by contacting the Human Resources Department at (619) 426-3595 or by sending an email to [MAACHRrecruiter@maacproject.org](mailto:MAACHRrecruiter@maacproject.org).

MAAC Human Resources  
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