



has an opportunity for a

Staff Accountant
Corporate Office (Laguna Hills)
(Full-Time)

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Staff Accountant is primarily responsible for supporting the Finance Department through effective processing of general accounting, financial audits, financial reports, banking, budgeting, billing and collections.

Responsibilities:

- Record, batch, post and reconcile all receivables daily, weekly, or monthly.
- Create, process, and maintain monthly customers' invoices, monthly billing lists and A/R aging reports.
- Prepare transfer requests and routing slips as assigned.
- Prepare and post general journal entries as assigned.
- Prepare account reconciliations and schedules.
- Support month-end close activities by ensuring timely and accurate completion of all related tasks, including reviewing and reconciling accounts.
- Assists finance department with all clerical support, including annual audits.
- Assist with Accounts payable functions.

Minimum Qualifications:

- Minimum 2 years of general education degree (GED) required. Two years related experience, or equivalent combination of education and experience preferred.
- Basic understanding of debits and credits, and GAAP requirements.
- Read, comprehend, and prepare simple instructions, short correspondence, and memos.
- Effectively present information in one-on-one and small group situations and to effectively respond to detailed inquiries from management and staff.
- Familiar with financial reports, such as balance sheets and income statements.
- Problem solves i.e., deal with problems involving several concrete variables in standardized situations; to apply common sense understanding to carry out instructions; make observations and communicate with others; and make sound, independent decisions when circumstances warrant such action.

- Organize and manage multiple priorities.
- Strong customer service orientation.
- Attention to detail and consistently produces work that is accurate, thorough, and neat or in accordance with pre-established quality standards.
- Dependable and reliable.
- Excellent interpersonal and communication skills.
- Computer literate with Microsoft Office Suite, Outlook, Word, Excel, and database skills.
- Computer literacy with Abila (MIP) and experience in medical billing preferred.

Salary: from \$17.25 hourly

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce to maintain the excellence of Agency service to the community and to offer richly varied disciplines and perspectives