



Ritter Center Position Announcement

CURRENT OPENING:

Ritter Center is currently recruiting for a ***Bookkeeper and Payroll Clerk***. This is a ***part-time, non-exempt*** position ***working 30 hours per week*** reporting to the ***Senior Accountant***. ***This role is based in San Rafael, CA operating out of our Admin site. Please find full job description below.***

ONLY APPLICATIONS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED.

RITTER'S BENEFIT PACKAGES:

The Ritter Center is committed to providing a robust additional benefit package to complement compensation. This package includes:

- Paid holidays
- Vacation and sick time accrual that increases with tenure
- Medical insurance with choice of plans
- Dental insurance
- Vision Insurance
- Life insurance
- Disability benefits
- Flexible spending accounts
- A 401K savings account
- Commuter Programs
- Parking and Travel coverage
- And an Employee Assistance Program

Additionally, the Ritter Center pays 100% of the employee premium for the medical, dental, and life insurance plans. Additional ancillary benefits are added each year as appropriate.

Qualifications:

- 2-3 years' experience with accounting, bookkeeping, and payroll processing.
- Experience working with ADP Workforcenow preferred.
- Competency in QuickBooks accounting software.
- Basic knowledge of Microsoft Suite.
- Detail oriented and accurate in work product.
- Well organized and has the ability to multi-task and plan tasks at hand.
- Competency in navigating in Windows environment.
- Works well in a team environment.
- Demonstrates commitment to service orientation (clients, staff and community).
- Associate Degree or relevant bookkeeping certificate a plus.

Position Description:

Under the general supervision of the Senior Accountant, this position is responsible for a range of general clerical and bookkeeping support functions at Ritter Center. This role's duties are primarily focused on Payroll operations.

Job Duties and Responsibilities:

- Supports HR and accounting in maintaining employee payroll operations.
- Process payroll in the ADP Workforce Now System.
- Post payroll allocations to general ledger.
- Prepare and post month end journal entries.
- Assist in maintenance and operation of Employee Travel Reimbursement System.
- Copies and scans processed documents, as required.
- Files documents in a systematic manner, and preforms digital filing as required.
- Performs other duties as assigned

TO APPLY:

Please follow the instructions on Ritter's Employment page on Indeed to electronically apply for this position. ONLY APPLICATIONS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED.

This posting and more details about working with Ritter are also available on the Ritter Center's website.

Any questions or comments about Ritter Center's hiring process can be sent to careers @ rittercenter.org

HISTORY AND BACKGROUND:

Ritter Center's roots date back to the early 1970s, when a federally mandated Families and Children Committee was commissioned by the Marin County Welfare Department to determine the needs of low-income people and to then implement supportive services. These services were eventually established and funded in 1976 through Community Action Marin (CAM). When "War on Poverty" funding diminished, the CAM Emergency Services Program stood to be disbanded. CAM and the Volunteer Center of Marin solicited support through the community's congregations and were instrumental in incorporating as a new nonprofit organization named the Human Concern Center of Marin in 1980. The organization changed its name to Ritter House in 1996, then to Ritter Center in April 2003. Initially, Ritter Center's precursors solely provided safety net services such as clothing, food and showers, laundry and restroom facilities. In the mid-1990s, our organization began providing medical care and case management service and in 2010, Ritter Center began providing behavioral health counseling and permanent supportive housing. Then in 2013, Ritter Center became a Federally Qualified Health Center (FQHC) grantee serving as a Health Care for the Homeless site. In late 2015, Ritter Center launched an intensive outpatient substance use treatment program at two emergency shelters operated by Homeward Bound of Marin. In late 2017, Ritter Center, in collaboration with St. Vincent de Paul and the Marin Housing Authority launched the County of Marin's Whole Person Care pilot program with the goal of creating an evidence-based and outcomes-focused coordinated system of care across health and social sectors to more efficiently and effectively serve Marin County's most vulnerable Medi-Cal beneficiaries.

With this collaborative history and evolving from a small volunteer run grass-roots organization, Ritter Center today employs a highly experienced staff operating under the mission to prevent homelessness and improve the health and well-being of individuals and families who are homeless or low-income by providing a range of culturally sensitive, easily accessible, high quality medical and social services. Ritter Center operationalizes this mission by providing a multitude of integrated multidisciplinary clinical and social services to help Marin's most vulnerable residents improve their physical, mental and emotional health and, for those experiencing a housing crisis, to obtain or retain permanent housing. Community participation and collaboration has always been a common thread throughout Ritter Center's history and has helped shape our programs, purpose and vision.