



JOB ANNOUNCEMENT

Job Title: Full Charge Bookkeeper/HR
Department: Operations
Immediate Supervisor: CEO
Status: Exempt
Salary Range: \$16.00/hr to \$34.00/hr

Job Summary/General Duties

The San Diego Center for the Blind (SDCB) is the only community-based vision rehabilitation program of its kind in San Diego County. Since 1972 SDCB has been providing services to adults with vision loss with the mission to assist in their adjustment to vision and help them return to living as independently as possible.

The Full Charge Bookkeeper/HR position will perform a wide range of functions including but not limited to bookkeeping and financial management and personnel procedures. In addition, the individual will work with an outside CPA to conduct SDCB annual audits and develop appropriate reports as well as external SDCB portfolio managers. All of the above are intended to promote the efficient financial functioning of the San Diego Center for the Blind, a private 501 (c) 3 non-profit organization.

Please send a letter of interest to employment@sdcbl.org with BOOKKEEPER in the subject line if you would like to be considered for this position.