



**San Gabriel / Pomona  
Regional Center**

**Department Clerk – Fiscal Department**

Full-time, Non-exempt

**Salary Range:** \$17.68 - \$25.34 hourly

**The Organization**

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

**The Position**

This position reports to the Manager of Fiscal Services-Purchase of Service (POS) and is primarily responsible for all the clerical support in the Fiscal Department.

The Department Clerk works in the office 100% percent of the time.

**Essential Job Functions**

- Mails out authorization documents and vendor invoices for new and 024 vendors
- Mails out application for e-billing, e-mail for authorization, direct deposit, and other POS applications
- Mails out POS checks for 3 pay dates during the month
- Mails out notices regarding exception to policy for 90-day requirement
- Pulls information from THEREFORE for POS staff when needed
- Sorts and distribute incoming mail to the POS staff, invoices paper and e-billing, authorization changes
- Works with retro payments to vendors
- Enters manual calculations for retro payments
- Helps with special projects
- Helps pull documents for the auditors
- Performs other related duties as assigned

**Knowledge and Abilities**

- Professional telephone techniques and etiquette
- Ability to follow oral and written instructions
- Good verbal and written communication skills
- Must be able to effectively organize work
- Handle multiple priorities and projects
- Perform administrative work involving independent judgment
- Detail-oriented and able to work in a fast-paced environment.
- **Computer competence**

**Employee Standards**

High school diploma and one year experience in an office environment performing administrative and/or clerical functions.

**Other Essential Requirements**

Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage.

**SG/PRC Offers an Excellent Benefits Package including:**

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 and 10/40 Alternate Work Schedule

**Professional Development Opportunities & Growth**

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter Supervisor, Manager or Director positions.

**Diversity, Equity, and Inclusion**

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.