



## Accounting Clerk JOB DESCRIPTION

***At Building Futures, we believe everyone deserves a safe place to call home. The agency is an Alameda County leader providing a safety net of services to help individuals and families rebuild safe and stable lives free from homelessness and family violence. We operate three emergency shelters; a full spectrum of domestic violence outreach services; a supportive housing site; and a rapid re-housing program. As a Housing First agency, all of Building Futures' programs and services prioritize linking our clients with housing.***

**Position Title:** Accounting Clerk

**Report to:** Finance Director

**Supported by:** Finance Team

**Status and Compensation:** .5 FTE, Non-exempt (\$20/hour, 15 to 20 hours per week)

### **Position Objective:**

Assist accounting team with the invoicing, reporting, and renewal of all public sector contracts and grants as well as various clerical accounting functions and other tasks, as assigned. Utilize Excel often to accomplish these tasks.

### **Essential Functions:**

- Using bookkeeping databases, spreadsheets and software
- Posting financial transactions in databases
- Receiving and recording vouchers, cash and checks
- Producing a variety of reports including income statements and balance sheets
- Checking for accuracy in reports, figures and postings
- Reconciling and reporting any discrepancies found in the records
- Interacting with management, customers, vendors and customers
- Create and maintain files and binders
- Assist Senior Accountant and Accounting Manager with clerical accounts duties
- Other duties, as assigned

**Qualifications & Competencies:**

- Working toward a degree in accounting
- Excel skills including sorting, formulas and data filtering
- Must have ability to work independently, as well as the ability to work in a cooperative management environment
- A plus to be detail-oriented, organized, and agile at creating, maintaining and improving contract/grant tracking, reporting and other contract management skills
- Potential experience in nonprofit contract management a plus, including familiarity with funding sources, reporting, statistics, analysis and databases
- Potential experience and knowledge of federal, state and local public sector funding sources, contract requirements, and methods of tracking and reporting on program outcomes preferred
- Desire for working in social service environments with low-income populations, with a focus in the fields of domestic violence and/or homelessness preferred

**To Apply:**

Email your resume and cover letter to HR Manager, Esther Nand at [enand@bffc.org](mailto:enand@bffc.org). In your cover letter, explain why you would like to join our team and are the best candidate for the job. Please title attachments with your first and last name. Only applications that include all requested documents are considered. Submissions will be reviewed weekly. We are looking to hire as soon as possible, first come first serve, and position is vacant until filled. Only short-listed candidates will be contacted. No phone calls please.

**Physical Requirements & Working:**

The work environment and physical demands described are representative of those required by employee to perform to the essential functions of this job with or without reasonable accommodation.

- Ability to work at a desk or computer workstation.
- Ability to perform repetitive office tasks.
- Ability to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity to enable the employee to operate a personal computer, phone, and related equipment.
- Must be able to lift 25 pounds.

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Building Futures reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

Building Futures with Women and Children is an Affirmative Action /Equal Opportunity Employer which hires without regard to race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal and state law.