



## Staff Accountant 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 Manager

**Reports to:** Finance Director

**Supported by:** Finance Team

**Status/Wage:** 1.0 FTE, Non-exempt, \$23 - \$25 per hour, full benefits

**Position Summary:** To assist the Accounting Manager in managing the agency's financial, accounting and contract/grant management functions, including financial statements, cash management, agency payroll, and banking relations.

### **Essential Functions:**

#### **Accounts Receivable – Invoicing**

- Prepare complex invoices/invoices based on costs or program services statistics.
- Prepare entries to journals and ledgers.
- Reconcile journals to general ledger balances.
- Process and record daily cash receipts.

#### **Accounts Payable – Procurement**

- Review and analyze invoices for payment.
- Verify goods and service invoices are in approved budget.
- Prepare entries to journals and ledgers.
- Reconcile journals to general ledger balances.
- Maintain and file documents in appropriate vendor files.

#### **Payroll**

- Review processed payroll.
- Assist with payroll entry to accounting system.

## **Monthly Close**

- Analyze income statement variance report to identify potential miscoding, inaccurate data entry, and reasons for variance from budget.
- Prepare and post adjusting journal entries.
- Prepare the trial balance and review debits and credits for balance.
- Reconcile cash and investment accounts.
- Reconcile non-payroll asset and liability accounts.
- Reconcile fixed asset monitoring spreadsheet.
- Review compliance due date's checklist for upcoming deadlines.
- Review the PR reconciliation.

## **Analysis & Monitoring of Position & Performance**

- Maintain metrics reporting tools and other tools for financial analysis as requested.
- Identify existing or developing financial and/or cash flow issues and report them to the Accounting Manager.
- Ensure development and preparation of spreadsheets that reconcile funder budgets with the organization's annual operating budget, as needed.
- Review the reporting and invoicing for public sector contracts, as needed.
- Understand contract budgets, billing, and relationships as needed to fulfill assigned tasks.

## **Audit, Tax Reporting, and Auditor Relations**

- Prepare and provide schedules needed in advance of fieldwork and provide documents and reports as requested by the auditor through the Finance Director during fieldwork.

## **Budgeting and Budget Maintenance**

- Assist in the development of tools for financial analysis.
- Assist with the entry of the budget into the accounting system.
- Utilize cost allocation methods for the organization to ensure their implementation in recording of transactions.

## **Accounting Policies, Procedures, and Internal Controls**

- Document accounting procedures and internal control procedures as directed by the Finance Director.
- Perform other duties as assigned.
- Assist in communication to other departments, as necessary.

**Non-essential Functions:**

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

**Work Experience & Competencies:**

- Bachelor's degree in Accounting or related field plus one (1) year experience required; or in place of a degree, three (3) years of relevant experience.
- Two (2) years of experience that includes reconciliation of balance sheet accounts required.
- One (1) year of experience preparing invoices for government reimbursement contracts and experience preparing adjusting journal entries required.
- Experience working with Sage Accounting System preferred.
- Knowledge of debits, credits, and financial statements.
- Excellent analytical and abstract reasoning skills.
- Excellent oral and written skills, ability to write reports and analysis.
- Excellent skills in using Excel and/or databases to provide financial analysis.

**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.

**To Apply:**

Email your resume and cover letter to HR Manager, Esther Nand at [enand@bfwc.org](mailto:enand@bfwc.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 ("Keisha\_Taylor\_Resume and CoverLetter.pdf"). Only applications that include all requested documents are considered. Submissions will be reviewed daily. 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.

**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 any time 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.