



Job Description Staff Accountant

EXEMPT: No	HOURLY: \$50,000- \$52,000
DEPARTMENT: Fiscal	LOCATION: 141 Stony Circle Ste 210 Santa Rosa CA 95401
REPORTS TO: CFO	HOURS: Full-Time, Regular Business Hours
DATE: 1/18/2019	APPROVED BY: HR Manager

AGENCY BACKGROUND: The mission of Community Action Partnership of Sonoma County (Community Action) is to partner with low-income families and individuals to help them to achieve economic and social stability, to build community, and to advocate for social and economic justice. Community Action operates a wide variety of programs benefiting low-income Sonoma County residents.

SUMMARY/OBJECTIVE

The Staff Accountant is responsible for supporting the Agency's Program Accountant and work closely and collaboratively with the Agency's Payroll Accountant, Accounts Payable, and the Chief Financial Officer. All of this accordance with generally accepted accounting principles relating to the non-profit industry and in keeping with the goals and objectives of the agency.

ESSENTIAL FUNCTIONS

Duties include but are not limited to the following:

- Reconcile the Agency's various bank accounts on a monthly basis as part of the monthly close process
- Assist with Accounts Payable coding to ensure proper classification of programmatic expenses to the proper funding source
- Assist with proper coding of receipts, grant and service contract payments as well as various donor receipts
- Assist with, and eventually assume the monthly reconciliation of all Balance Sheet accounts
- Assist with compiling and posting journal entries to the General Ledger as needed
- Interaction with Agency Program Staff and Human Resources Staff.
- Provides excellent customer service to agency employees, responds to inquiries and research questions as they arise
- Maintains financial files in accordance with and ensure compliance with applicable contract provisions.
- Participates in annual financial audit processes; prepares work papers including asset and liability account reconciliations; schedule preparation and interaction with auditors.
- Attends and takes part in fiscal/admin staff meetings and periodic organizational meetings and trainings.
- Cross train and provide backup assistance to other fiscal team members as requested.
- Performs other duties as assigned

COMPETENCIES

- Experience in nonprofit related industry is desired

- Personal Effectiveness/Credibility
- High integrity and ethical behavior
- Excellent interpersonal communication skills and the ability to build strong relationships
- Detailed oriented with strong organization and time management skills
- Demonstrated professionalism and responsible enough to take ownership of projects
- Advanced proficiency with Microsoft Excel and Word, QuickBooks. Fund Accounting and allocation system experience is helpful but not mandatory
- Ability to work in fast paced, dynamic environment with minimal supervision and multiple deadlines.

REQUIRED EDUCATION AND EXPERIENCE

1. Associates Degree in accounting, finance or related field and/or
2. up to 2 years of related experience or combination of education and experience.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Possession of a valid California Driver’s License, a good driving record, and the use of a properly insured vehicle per the requirements of the State of California.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to sit at a desk for significant periods of the day. Must be able to do phone or computer work for blocks of time. Must be able to communicate (speak and listen) verbally. Must be able to lift and move paperwork and files, up to 25 pounds. While performing the duties of this job, the employee is regularly required to walk, sit; use hands to handle objects/operate keyboards; reach with hands and arms; stoop, kneel, and crouch; talk and hear.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Noise level in the work environment is usually moderate but can be loud at times.

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____