

JOB DESCRIPTION

Position: Staff Accountant
Status: Part-time Employee
Hours: Flexible hours (as needed)
Supervisor: Chief Financial Officer

Job Summary: A non-exempt position located in the Santa Rosa Corporate offices of a regional 501 (c) (3) veterans service agency, which will assist the Chief Financial Officer in performing multiple duties related to the accounting functions of the organization. Note: Private Contractors will not be considered for position)

DUTIES AND RESPONSIBILITIES

Conduct essential accounting duties as it relates to the ongoing fiscal management of agency contracts and books of record according to established fiscal policies and procedures and government regulations. The following is a non-exclusive list of duties:

- Manages computerized General Ledger
- Performs monthly bank reconciliations
- Conducts annual Indirect Rate calculations and prepare IR Proposal for cognizant agency
- Allocating and tracking prepaid expenses, deposits, vacation payable, payroll payable, fringe benefits payable
- Oversees the posting of accounts to the General Ledger for:
 - Accounts Receivable
 - Cash Receipts
 - Accounts Payable
 - Cash Disbursements
 - Payroll
- Review open invoice reports; follow up with a schedule of payments or adjustments.
- Quarterly updating of agency building and equipment assets/inventories and depreciation schedules for central office and satellite offices
- Assist with the year-end financial audit
- Assist with annual IRS 5500R (Retirement Plan)
- Perform other related duties as necessary

QUALIFICATIONS:

CPA, Degree in accounting or equivalent education/experience with GAAP & OMB A-122;
Demonstrated communication and organization skills; excellent verbal and written skills;
Computer proficiency with accounting software, spreadsheet, word processing and database programs; Ability to solve practical problems; Ability to interpret and apply common sense from a variety of instructions furnished in written, oral, diagram or schedule form.
Time Management: Uses time effectively and efficiently, sets priorities and values time;
Concentrates available time on critical issues and priorities including assisting co-workers;
Cooperative, supportive and positive demeanor with all staff; Regular and predictable attendance is an essential function of this position.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical ability and manual dexterity to use computer hardware/software and keyboards, telephones, fax machines, photocopiers, filing cabinets, and other standard office equipment. Position requires having the physical ability to sit at a desk or computer work station for up to 8 hours per work shift.

Salary Range: \$25 ~ \$35/hour DOQ