

## Job Description



**Position:** Staff Accountant

**Department:** Operations: Finance and Accounting

**Date:** 11/15/19

**Reports to:** CFO

**Classification:** Non-Exempt

**Supervisory Responsibilities:** None

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### POSITION SUMMARY

Utilizing Financial Edge software and excel spreadsheets, this position will prepare journal entries; assist with accounts payable, payroll, accounts receivable, and project cost accounting; and provide audit support, as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### 1. General Ledger

- Assist with the monthly close process by performing audit and reconciliation of general ledger accounts as assigned, initiating adjusting journal entries as appropriate using applicable forms and protocol.
- Prepare entries to general ledger accounts with supporting documentation that provides a clear audit trail.
- Review financial transactions against budgets for appropriateness and consistency.
- Enter budgets into the accounting system using appropriate general ledger codes identified from budget narratives. Update the Budget to Actual spreadsheet, on a monthly basis, for CFO and CEO review.
- Assist with monthly preparation of Fiscal Agent financial statements, as needed.
- Importing and exporting financial data and format in Excel for reporting purposes.

#### 2. Fiscal Agent Responsibilities

- Perform monthly duties for agencies to whom CAPC acts as fiscal agent. Reconcile accounts, maintain files, prepare journal entries and prepare invoices.
- Assist with audits that pertain to these agencies.
- Assist in review of subcontractor fiscal processes and documentation.
- Communicates anomalies with partners.
- Ensures accuracy of partner invoices.
- Reviews partner budgets compare to invoice.

#### 3. Accounts Receivable

- Handle collection calls, research discrepancies, resolve or refer to correct person for resolution.
- Monitor and submit online contributions.
- Prepare pre-paid and accruals, depreciation and allocation journal entries.

#### 4. Other duties

- Provide support to fiscal team as needed.
- Assist with audits in an effective and timely manner providing a clear audit trail through a combination of relevant documentation and creation of clear, concise and accurate spreadsheets, as required.
- Assist in the maintenance of the Accounting Policies and Procedures manual.
- Attend and participate in meetings as required.
- Perform other duties as assigned.
- Invoice for member mileage and member housing.

- Bank reconciliations ~ enter bank drafts and adjustments, research missing EFT and electronic disbursements.
- Review and approve AP.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Associate's degree in accounting or finance or equivalent experience, plus two years of experience in accounting, including accounts payable, accounts receivable and general ledger.
- Experience with standard general ledger reconciliations required.
- Experience with Financial Edge software highly desirable.
- Experience working with nonprofits is preferred.
- Experience in multi-company accounting preferred.
- Project accounting experience preferred.
- Experience with grant funding preferred.
- Experience with government contract desirable.
- Strong knowledge of Generally Accepted Accounting Principles.
- Working knowledge of multi-company accounting preferred.
- Knowledge of project accounting.
- Advanced knowledge of MS Office Suite (Word, Excel, Outlook) and accounting software.
- Excellent 10-key skills, and ability to perform arithmetic calculations including percentages, fractions, averages, and other formulas.
- Must have excellent writing, editing, and proofreading skills.
- Strong attention to detail with an ability to maintain record keeping systems in compliance with accounting procedures.
- Ability to maintain a professional and confidential work environment.
- Excellent verbal and written communication skills; must be able to read, write, speak and understand the English language.
- Skill in organizing resources and establishing priorities.
- Ability to work effectively in a team environment and establish and maintain good working relationships, both internally and externally.
- Ability to follow directions and seek guidance from manager, when needed.
- Ability to manage simultaneous tasks and competing deadlines.
- Self-starter with an ability to work in a fast-paced environment and to adapt easily to change.
- Must pass a criminal background clearance from the Department of Justice.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.

**Please send cover letter, resume and salary requirements to:**

The Child Abuse Prevention Center  
 Attn: Human Resources  
 4700 Roseville Road  
 North Highlands, CA 95660  
 E-mail: [hr@thecapcenter.org](mailto:hr@thecapcenter.org)