

Job Description



Position: Staff Accountant

Department: Operations: Finance and Accounting

Reports to: Chief Financial Officer

Date: 10/08/2025

Supervisory Responsibilities: None

Classification: Non-Exempt

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 60%

- 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.
- Prepare pre-paid and accruals, depreciation, reclasses and allocation journal entries
- 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, monthly, for Controller 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.
- Monitor and submit online contributions through banking reconciliation process.
- Bank reconciliations ~ enter bank drafts and adjustments, research missing EFT and electronic disbursements.

2. Fiscal Agent Responsibilities 20%

- 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.
- Roll templates as needed, and create and review budget revision requests from partners for accuracy and compliance.
- 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 Payable 5%

- a. Use AvidXChange to collect, code, and route invoices for approval

- b. Input bank draft invoices into BlackBaud Financial Edge directly. See Controller for posting dates.
- c. Complete monthly Accounts Payable reconciliations to ledger and subledger.

4. Accounts Receivable 10%

- a. Complete monthly and quarterly invoices for our grants as assigned.
- b. Review other invoices as needed.
- c. Invoice within Blackbaud as needed. Work with Accounting Clerk to reconcile discrepancies in payments.

5. Other duties 5%

- a. Provide support to fiscal team as needed.
- b. 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.
- c. Assist in the maintenance of the Accounting Policies and Procedures manual.
- d. Perform other duties as assigned

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.
- 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.

General Knowledge

- Must be able to read, write, speak and understand the English language.
- Must have excellent writing, editing, and proofreading skills and experience with report writing and grant writing.
- Basic mathematics including addition, subtraction, division, and multiplication.
- Ability to prioritize workload and communicate priorities to diverse workgroups.
- Excellent critical thinking and problem-solving skills.
- Ability to maintain boundaries and the highest professional standard as a professional in a confidential work environment internally and externally.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Must be proficient in MS Word, MS Excel, Outlook, PowerPoint, web navigation techniques, online tools, and database management.

Organizational Ability

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational and administrative skills and ability to organize, manage, establish priorities, and complete multiple tasks in an efficient manner, which may require short completion times and competing deadlines.
- Ability to be flexible and respond to changing needs.
- Ability to develop and maintain planning and record keeping systems and procedures.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

Communication and Relationship Skills

- Excellent interpersonal, verbal, facilitation, interpersonal communication skills and written communication skills.
- Demonstrated commitment to equity and cultural responsiveness.
- Ability to work in a culturally affirming manner and be culturally responsive with, individuals and teams of diverse economic, social, educational, and cultural backgrounds.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to support a team positively and professionally and to work effectively in a strength-based manner in a team, including asking for, receiving, and offering support when needed.
- Ability to work through highly emotionally meeting topics and confidential information with care and professionalism.
- Able to communicate and work with people in a professional and courteous manner at all times.
- Ability to work with and support highly emotionally people in a professional and courteous manner.

- Ability to effectively coordinate and facilitate meetings and trainings.
- Recognizes the need for self-care in effectively managing work duties.

Analytical Skills

- Excellent problem identification, coaching, mediation and resolution skills.
- Ability to work through complex situations and to collaborate effectively with others to provide timely and effective problem resolutions.
- Ability to set work priorities.

Physical/ Psychiatric Requirements

- Must be able to report to work on a regular and reliable basis.
- Ability to lift, carry, push, and pull up to 25 pounds.
- Able to deal with stressful situations.

Other Qualifications

- Able to deal with stressful situations.
- Must be available to work a flexible schedule, which may include day, evening, night, or weekend shifts.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must pass a Criminal History check consisting of: DOJ and FBI checks, a search of the National Sex Offender Public Website (NSOPW) as well as Truescreen.

The Child Abuse Prevention Center currently operates in a hybrid work environment, with the ability to either work from home or from the office, depending on program/project needs. In office presence may be required for staff meetings, program/project responsibilities and other needs on a monthly or more frequent basis. Presence in the Sacramento area and/or in office is needed to facilitate training, serve program participants in-person, conduct outreach, and attend meetings with community members and collaborative stakeholders.

Acknowledge:

Employee: _____ Date _____

Manager/Supervisor: _____ Date _____