



## STAFF ACCOUNTANT

<b>Department</b>	Finance/Administration
<b>Reports to:</b>	Sr. Staff Accountant
<b>Direct reports:</b>	None
<b>FLSA Status:</b>	Non-Exempt, Full-time

### SUMMARY:

The Staff Accountant performs a variety of bookkeeping, accounting, and financial control monitoring duties for the Foundation and reports to the Sr. Staff Accountant. This position requires a degreed accountant charged with customary duties including journal entry preparation, general ledger account reconciliation, account analysis, report generation and special projects of a profit improvement/cost reduction nature.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Completes monthly reconciliation of assigned general ledger accounts
- Maintains fixed assets including additions and deletions in accordance with policy, generates depreciation reports, records monthly depreciation, and prepares annual property tax returns
- Creates and posts recurring journal entries each month, as needed
- Assists in preparing and reviewing monthly financial statements
- Maintains financial reports within Foundation software – design, update, and generate as needed
- Serves as backup for inter-fund transfers – transferring money/assets from one fund to another within CVCF
- Serves as backup for processing bi-weekly payroll and employee benefits
- Serves as backup for allocating monthly investment activity and asset rebalancing
- Prepares annual filings and estimated tax payments as needed for State of California and Attorney General
- Prepare and submit property tax returns for CVCF business units
- Identifies operating cost savings opportunities
- Assists with annual audit and income tax preparation
- Assists with work flows in document management system
- Scans and files documentation according to CVCF's document retention policy
- Participates in special projects as assigned
- Performs other job-related duties as assigned

### ESSENTIAL QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE:**

Two to four-year undergraduate college degree in accounting or finance, BA or BS preferred; two to five years related job experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Must be knowledgeable in generally accepted accounting principles
- Proficiency in the use of computers required with a strong knowledge of computerized spreadsheets
- Able to read and understand non-profit financial statements and 990s
- Basic accounting skills with a thorough understanding of general ledger, trial balances, fund accounting, receivables, payables, etc.
- Ability to interpret a variety of documents and/or instructions such as safety rules, operating manuals, and maintenance instructions, furnished in written, oral, diagram, or schedule form
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers, vendors or employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages and able to apply concepts of basic algebra and geometry
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

## **DISTINGUISHING CHARACTERISTICS:**

- Must be articulate, professional, and well-mannered and able to multi-task throughout the day and maintain a calm, organized, and clean working environment
- Must be detail-oriented and have excellent organizational skills
- Able to proofread his/her own work and produce high quality, accurate, timely financial statements, documents and reports
- Able to troubleshoot, analyze, and problem-solve by seeing the big picture and apply what he/she has learned to future projects
- Ability to interact with the public, answer questions, maintain a professional appearance, and use wisdom and discretion in all interactions with the public
- Must be flexible and able to adapt to changing organizational needs
- Ability to maintain a positive appearance and attitude throughout the work day

## **ADHERENCE TO GUIDING PRINCIPLES:**

- Service Excellence: We deliver service excellence in our partnership with donors, CBOs and other stakeholders, strive to exceed expectations, and create long-term value.
- Respect, Diversity and Inclusion: We celebrate our diversity, respect each person and mindfully seek ways to strengthen connections between communities
- Accountability: We honor our commitments and accept responsibility for our actions, individually and collectively.
- Leadership and Vision: We lead with others and take risks for the possibilities which we are willing to dream, articulate, and share.
- Integrity: We commit to be transparent, honest, and ethical in all interactions with donors, partners, employees, and community

- Culture of Learning & Innovation: We encourage innovation, share ideas, and seek opportunities to try new things that further our mission and add value to our services

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

Current California driver's license, valid vehicle registration and insurance required for driving on company business

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed within an office environment, with standard office equipment available. The noise level in the work environment is usually moderate.

---

**ACKNOWLEDGEMENT OF UNDERSTANDING:**

I have read and understand the job requirements contained in this job description.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date