



CommunityActionMarin

Central Administration

Job Title: Accountant

Reports To: Finance Manager

Job Status: Salaried / Exempt

Job Summary: Primary person responsible for full revenue cycle and maintenance of an agency-wide contracts database. This role as a business partner will play an integral role in providing revenue and grants expertise to the organization.

Primary Responsibilities

- Prepare all supporting documents for granting agencies' invoices on a monthly basis and submit invoice & required reports to government or private agency.
- Make required revenue and expense GL entries to projects which support government contracts and individual grants from private or local agencies.
- Perform accounts receivable/cash collection functions for each contract/project.
- Prepare timely and accurate bank reconciliations for all bank accounts.
- Provide support as necessary for detailed account analyses of major balance sheet & income statement accounts related to projects and contracts. This includes maintaining detailed spreadsheets that contain project/contract information in format and detail required by government agency or grant authority
- Perform all duties as assigned in a timely, accurate and professional manner. Respond to all users of financial information with the highest level of service.
- Perform related duties as assigned by the Finance Manager.

Qualifications

- BA/BS degree or equivalent degree in accounting, business, finance or related field preferred.
- 3-4 years broad experience in government funding contracts and/or Project Accounting.
- Outstanding communication, presentation and interpersonal skills.
- Ability to handle multiple tasks, set priorities, meet deadlines, and work with large data sets.
- Must be well-organized and detail-oriented.
- Advanced skill level in Excel and proficiency with other MS Office products required.
- Works well with a variety of people and personalities in a decentralized environment.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Created: 4/2017

Updated: 5/2018

Updated: 8/2018

Physical Requirements

- Ability to sit, walk, stoop and stand intermittently.
- Ability to reach overhead, grasp, push and pull objects such as files and file cabinet drawers.
- Lifting, raising or lowering an object from one level to another (includes upward pulling) 10-25 lbs.
- Carrying: Transporting an object, usually holding it in the hands.
- Ability to work long hours in front of computer screens.