



JOB ANNOUNCEMENT

ABOUT COMMUNITY ACTION MARIN

As a Community Action Agency, we are charged with speaking for those without a voice, advocating for social justice and equity, and creating an environment which promotes opportunity, self-sufficiency and hope for all our community members. Our program offerings include early childhood education (state preschool and Headstart/Early Headstart), Mental Health Services, Sparkpoint financial services, and emergency assistance.

Job Title: Accountant

Job Status: Salaried / Exempt / Full Benefits

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.
- 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.

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.
- Non-Profit experience a plus.

To be considered as an applicant:

- Email PDF Resume and Cover Letter to: jwong@camarin.org
- Include in the Subject line: "Accountant position"