

Center for Domestic Peace

JOB ANNOUNCEMENT

TITLE:	Accountant
HOURS:	Temporary Position – October 22, 2018 – February 28, 2019 Full Time (exempt)
SALARY:	\$75,000 annual
BENEFITS:	Accrued sick leave
UNION:	No

CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 41 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

Position Overview

Under the supervision of the Finance and Human Resources Director, the Senior Accountant will be responsible for performing within accounting systems, financial policies and procedures, and day-to-day accounting functional areas and practices which include: month-end close, financial report preparations; compliance with internal and external auditing standards; payroll; grant invoicing; spending analysis, and preparation of required reports.

Primary Job Responsibilities

1. Generate monthly billing summaries regarding federal, state and corporate grants and contracts for funders.
2. Complete timely month-end close including labor and non-labor allocations, reconciliation of cash, investment, and credit card accounts.
3. Review all payroll deductions for labor union, cafeteria plans, group insurance, garnishments and other non-tax payroll deductions bi-monthly.
4. Produce monthly financial statements including balance sheet and profit/loss statements using a computer-based accounting system.
5. Ensure that all general ledger accounts are reconciled on a monthly basis.
6. Ensure successful completion of payroll.
7. Prepare billing invoices in accordance with grant budgets.
8. Monitor and follow-up on receivables that have been outstanding for long periods of time.
9. Assist with reports related to human resource administration, employee benefits, and execute transactions of retirement and tax deferred flexible spending account deposits.
10. Attend required meetings and perform other duties as assigned.

Requirements

1. Requires accounting bachelors level degree or 3 years or more of relevant experience.
2. Minimum 3 years' successful experience:
 - a) With non-profit fund accounting and compliance for multiple departments with multiple governmental funding sources
 - b) As lead accountant responsible for timely completion of month-end close, accounts receivables and billings
 - c) In non-profit government/grant invoicing and financial reporting

3. Working knowledge and implementation of GAAP, OMB A-133, A-122 and A-110 standards.
4. Possess excellent procedures for maintenance of fiscal records.
5. Proficient in Microsoft Office Suite and QuickBooks Pro accounting software and Excel.
6. Available weekends and evenings for specific projects.
7. Great attention to details; organized.
8. Excellent communication skills.
9. Ability to present facts and recommendations effectively in oral and written form.
10. Ability to work under pressure and as a team member.
11. Ability to work with diverse staff and service users.
12. Ability to respect the needs of security and confidentiality required by the organization
13. Excellent time management skills.
14. Alignment with Center for Domestic Peace's Statement of Purpose and organizational philosophy.

C4DP IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

TO APPLY: Submit resume and a cover letter (in PDF or Word format only) to:

ewilson@c4dp.org

or mail to:

Director of Finance, Center for Domestic Peace, 734 A Street, San Rafael, CA 94901