



Senior Staff Accountant

About the Organization

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college.

Position Summary

The Senior Staff Accountant reports to the Accounting Manager and is responsible for general ledger reconciliation and adjustment, bank reconciliation and fixed asset tracking and depreciation as well as property tax and welfare exemption filings. This role also supports payroll processing and oversight when necessary.

Essential Functions

- General ledger account reconciliation & analysis
- Revenue analysis and tracking of temporarily restricted grants
- Bank reconciliations
- Creation of journal entries
- Monthly contract billing
- Tracking & analysis of fixed assets and depreciation
- Supports the creation of financial statements
- Coding of all donations and other payments
- Reconciliation of individual donations to CRM
- Property tax & welfare exemption filing
- Payroll processing and/or oversight when necessary
- Audit preparation & participation

Other Responsibilities

- Supervision of Finance & HR staff when Accounting Manager is unavailable
- Other duties and special projects as assigned by supervisor

Education and Experience

- Bachelor's Degree in Finance or Accounting
- Minimum 3 years accounting experience with increasing responsibility
- Minimum 1 year of non-profit & audit experience (preferred)

91 Larkspur Street
San Rafael, CA 94901
415.454.2640

Canalalliance.org



Qualifications- Skills, Knowledge

- Excellent organizational skills with an ability to work quickly, independently and with attention to detail
- Ability to maintain strict confidentiality
- Knowledge of GAAP & non-profit accounting
- Experience with QuickBooks, Salesforce, Microsoft Excel, Outlook and Word
- Ability to problem solve and multi-task in a fast-paced environment
- Bi-lingual Spanish/English a plus

Compensation

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 16 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

Application Process

Please email your resume and cover letter to HR@canalalliance.org. Only electronic applications will be accepted. (Keep it green!) Please indicate "Senior Staff Accountant – YOUR NAME" in the subject line of your email.

91 Larkspur Street
San Rafael, CA 94901
415.454.2640

Canalalliance.org