We are currently seeking a General Accountant to play an important role in our four-person Finance team, providing professional support to the important work of ending family violence in our community. Based in our agency’s Concord location, the successful candidate will be committed to the organization’s mission, possess a strong team orientation, have excellent collaboration skills, be detail-oriented, and a skilled problem-solver.

The General Accountant is responsible for billing the agency’s grant funders for assigned grants, maintaining all procedures involved in the management of assigned grant funds, and processing bank deposits and cash receipts. Broad knowledge of GAAP, accounting functions and responsibilities is required, along with previous experience using fund accounting software in a complex, multi-funder non-profit agency.

We are open to considering a work schedule of between 30 and 40 hours per week; please state your desired schedule in your cover letter.

Mission, values, and culture

STAND! is a catalyst for breaking the multi-generational cycle of violence, promoting safe and strong relationships, and rebuilding lives. Our work is guided by our values of integrity, passion, compassion, safety, accountability, innovation, and collaboration. We welcome staff who can embrace these values, and who seek to create and participate in a culture of interpersonal kindness and accountability, with respect for every stakeholder in the agency; and for the contribution of everyone who joins us in this work.

The General Accountant’s primary duties include:

- Calculate / issue grant billing demands: compile program cost data, prepare grant billing spreadsheets, resolve questions with funders as needed. Maintain monthly expense tracking sheets.
- Maintain billing control schedules on a monthly / quarterly basis
- Monitor grant and foundation revenue: maintain grants A/R system, prepare monthly tracking reports of grants billing
- Maintain individual grant folders.
- Monthly closings: maintain grants A/R system, prepare monthly tracking reports of grants billing
- Record all invoices, cash receipts on account and necessary adjustments
- Identify and prepare journal entries for review and posting. Enters journal vouchers.
- Prepare assigned items and schedules for annual audit process.
- Reconcile monthly bank statements; prepare related journal entries
- Deposit check receipts daily and cash at bank bi-weekly
- Reconcile G/L contribution revenues with donor records
- Reconcile assigned balance sheet accounts
- Maintain fixed asset schedule and prepare depreciation journal entries
- Transfer / import payroll records
- Manage agency credit card accounts
- Process rent payments from, and refunds to, STAND!’s clients.
- Maintain and reconcile deferred revenue log and other assigned balance sheet accounts.
- Maintain and reconcile pre-paid and other balance sheet accounts.
- Calculate and process employees’ contributions and employer match to the agency’s retirement plan
- Prepare employee censuses as required.
- Manage petty cash funds and donated gift cards.
**Required Qualifications for this role:**

1. B.A., B.S. or higher degree in Accounting, Finance or Business Administration or equivalent accounting work experience
2. Demonstrable understanding of GAAP, accounting functions and responsibilities
3. Proficiency in creating and updating spreadsheets that utilize advanced Excel features (pivot tables, v-lookup, linked worksheets, filtering, etc.)
4. Proficiency in Abila MIP, Word, computerized general ledger, and payroll systems.
5. Experience using fund accounting software in a complex, multi-funder agency; ability to research transactions and develop reports.
6. Superior attention to detail, accuracy, and timeliness, thorough documentation, and ability to understand and follow instructions
7. Organized and efficient work and prioritizing skills
8. Ability to work as a team member
9. Ability to work with people from diverse backgrounds
10. Commitment to maintain shelter-site confidentiality
11. Understanding of the Agency’s mission and ability to maintain appropriate boundaries
12. Reliable vehicle, valid California driver’s license, clean driving record, and proof of insurance record (MVR will be run prior to hire and periodically thereafter)

Employment with STAND! is contingent upon clear fingerprint, criminal history check, clear MVR, and successfully completing U.S. Department of Justice Form I9. Continued employment is contingent upon successful completion of the Agency’s mission-related required training. Experience working with government grants and contracts is strongly preferred.

**We offer:**

- The opportunity to make a difference in our communities
- A learning environment
- Hourly rate: $27 - $30 an hour. Eligible for our generous benefits package which, for regular employees working 30+ hours a week includes medical, dental, vision, life and AD&D insurance, voluntary acupuncture and chiropractic insurance, 403(B) plan (limited employer match after one year’s service); and to earn vacation, sick leave and holiday.

**To apply:**

Apply by sending a cover letter, resume and the names of three supervisory references to resume@standffov.org Please put “General Accountant” in the subject line of your email and state your required schedule in your cover letter.

Alternatively, you can mail your information to: Human Resources, STAND! For Families Free of Violence, 1410 Danzig Plaza, Concord, CA 94520.

**STAND! For Families Free of Violence is an Equal Opportunity Employer committed to staff diversity. We welcome qualified persons of all backgrounds to apply.**

**Posted:** 02/21/2020