

Staff Accountant

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

The Staff Accountant position requires outstanding attention to detail and interpersonal skills and is an important liaison with managers, employees, and vendors alike. Under the supervision of the Finance Director, the Staff Accountant duties include managing accounts payable and responsible for processing payments to vendors, managing the general ledger data entry and posting information, occasionally preparing bank deposits, resolving discrepancies, administering employee expenses, and managing agency credit cards. The Staff Accountant reconciles all accounts to ensure their accuracy. The Staff Accountant must be able to communicate with co-workers, management, vendors, and others in a courteous and professional manner.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Processes all approved invoices, reimbursements and other company payments in a timely manner.
- Interfaces with appropriate departments to secure proper payment approvals.
- Prepares accounts payable checks and processes all electronic payments.
- Maintains accounts payable files and records.
- Responds to all vendor and employee inquiries regarding invoices, expenses, and check requests; resolves invoice discrepancies.
- Maintains accounting ledgers by verifying and posting account transactions.
- Prepares and prints accounts payable reports; reviews and reconciles periodic reports to maintain current reconciliation status for cash and disbursement accounts.
- Analyzes and tracks accounts payable amounts; prepares analysis of accounts as required.
- Reconciles all bank and credit card statements.
- Prepares 1099 forms.
- Performs month-end and year-end closings.
- Serves as back up for bi-weekly payroll processing.
- Assist with annual audit.
- Assists with other related special projects as required.
- Performs other related duties as assigned by management.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Associate's degree in accounting or business administration.
- At least 3 years direct experience relevant to the above essential duties.
- Detailed knowledge of bookkeeping and generally accepted accounting principles.
- Advanced skills in MS Word and Excel, QuickBooks Accounting Software, and ADP payroll system and reporting.
- Strong organizational and time-management skills, with the ability to handle and prioritize a heavy workload effectively.
- Effective verbal and written communication skills, with a good command of the English language.
- Strong attention to detail, and the ability to perform mathematical computations accurately and quickly.
- Ability to exercise sound judgement and analyze and resolve problems: must use discretion with confidential information.
- Adaptable and able to maintain effective working relationships in a team setting.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is:

- Occasionally required to stand.
- Occasionally required to walk.
- Frequently required to sit.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- The employee may occasionally lift and/or move up to 10 pounds

COMPENSATION: \$25.134 - \$27.941. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

LOCATION: Oakland

EMPLOYEE STATUS: Part Time

WEEKLY HOURS: 30 (*Full Time positions are based on a 37.50 work week*)

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts

- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 12 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits

TO APPLY: Send your resume and **cover letter** to Farzana Fakhry. **Resumes without cover letters will not be reviewed.**

Email: ffakhry@familypaths.org

Website: www.familypaths.org