

# 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:**

Under administrative direction and supervision of the Controller, the Staff Account is responsible for the maintenance and analysis of the agency's accounting records. Duties also include preparation of accounting schedule, reports financial statements, journal entries, annual 1099/1096 forms, and IRS filing. The Staff Accountant will also perform reconciliation of ledger accounts, credit card and bank accounts. This position ensures that the agency remains compliant with accounting principles and agency policies, procedures, and contracts.

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 invoices and other company expenses working with staff and managers to obtain proper approvals and coding, ensuring that payments are made on time. Issues payments by check, ACH or wire transfer or by vendor prescribed payment method.
- Processes staff expense reimbursements by working with staff and managers to obtain proper approvals and coding, ensuring the staff reimbursements occur on time and as promised.
- Prepares check or electronic payments, matches appropriate back up documentation, works with check signers to obtain timely signatures and mails payments on the day checks are printed.
- Cancels invoices, records credits, void checks in accounting system and with the bank as needed.
- Ensures electronic payments are processed once manager approvals are in place by the payment deadline. Records payment. For automatic online payments, confirms that manager approval is received, payment is timely and is recorded in accounting system.
- Matches paid invoices, approvals, check or proof of electronic payment. Files appropriately.
- Maintains accounts payable and expense files for current fiscal year and archives files according to agency file retention policy.
- Responds promptly to all vendor, manager and employee inquiries regarding invoices, expenses, and check requests; resolves vendor statement, and invoice discrepancies efficiently.
- Prepares and prints accounts payable reports and others as requested; reviews and reconciles periodic reports to maintain current reconciliation status for cash and disbursement accounts.
- Reviews, reconciles and verifies all liability, prepaid and deposit account balances monthly.
- Analyzes and tracks accounts payable aging and vendor amounts monthly; prepares analysis of accounts as required. Research and work with Controller to resolve and correct issues regularly.
- Researches outstanding checks exceeding 4 months past issue date. Works directly with the vendor to clarify whether check is lost or missing. Cancels invoices, voids and reissues checks as circumstances dictate.
- Reconciles all bank and credit card accounts with bank and credit card statements.
- Prepares 1099/1096 forms and meets IRS and California state deadlines with limited supervision.

- Performs month-end, quarter-end, and year-end closing activities as assigned.
- Working with Auditor and Senior Accountant, assists with annual audit and other required reports. Responds to auditor requests for information and questions promptly.
- Participates in regular Finance team meetings and on special projects.

**Other duties include:**

- Serves as back up for Biweekly payroll processing, and preparation of program invoices, as needed.
- Backs up Facilities group by answering door and assisting as needed.
- Assists with other related special projects as required.
- Performs other related duties as assigned by management.

**REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:**

- Associate degree in Accounting or Business Administration minimum requirement. Four-year degree in Accounting preferred.
- Three complete years direct and relevant experience. Nonprofit experience preferred.
- Detailed knowledge of and experience in full charge Accounts Payable and expense reimbursement processes and procedures, general accounting and GAAP as it pertains to 501(c)(3) organizations.
- Advanced experience and skills in QuickBooks Online accounting software, and intermediate skills with Microsoft Word and Excel, and ADP payroll system and reporting.
- Experience working with remote teams on video meeting platforms such as Zoom.

**Desired Qualifications:**

- Strong organizational and time-management skills with the ability to handle and prioritize a heavy workload effectively.
- Works effectively as a member of a team while also working efficiently independently.
- Excellent verbal and written communication skills, with a good command of the English language.
- Strong attention to detail, meeting deadlines and the ability to perform mathematical computations accurately and quickly.
- Ability to exercise sound judgement and analyze and resolve problems quickly.
- Position requires the use of discretion with confidential information.
- Adaptable and excels at maintaining effective working relationships in a team setting.
- Versatility, flexibility, and a willingness to work within changing priorities, policies, technologies and office health and safety policies with enthusiasm.

**Special Requirements:**

- Must pass criminal records clearance.

**Work Environment:**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**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:

- Frequently required to sit.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- Specific vision abilities required by this job include: close vision; (on a computer or reading documents).

**COMPENSATION:** \$30.64 - \$31.40. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

**LOCATION:** Oakland

**WORKING CONDITIONS:** Due to COVID 19, employees are working remotely until further notice, with an option to work in office if appropriate.

**EMPLOYEE STATUS:** Full Time

**WEEKLY HOURS:** 37.50 (*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 Kathy Davis. **Resumes without cover letters will not be reviewed.**

Email: [kdavis@familypaths.org](mailto:kdavis@familypaths.org)

Website: [www.familypaths.org](http://www.familypaths.org)