

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 processing, maintenance and analysis of the agency's payroll, payables and accounting records. Duties include payroll calculation and processing, preparation of accounting schedules, journal entries, accounts payable processing, cash receipts processing, and assisting with grant budgets, cost reports and financial statements preparation. The Staff Accountant will also perform reconciliation of balance sheet accounts, credit cards and bank accounts. The Staff Accountant ensures that the agency remains compliant with accounting principles and agency policies, procedures and contracts.

The Staff Accountant is also required to demonstrate commitment to the agency's mission, vision, and values, including culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Payroll -

- Responsible for timely processing of bi-weekly payroll for about 70 employees using ADP Workforce Now including reviewing time cards for accuracy, entering payroll data and running payroll reports.
- Understands and complies with federal, state and local labor laws and requirements by studying existing and new payroll related legislation by attending educational webinars and reviewing professional publications.
- Independently performs payroll-related calculations and processing including but not limited to tax changes, wage garnishments, payroll deductions, overpayments, retroactive payments, termination checks, manual checks, and bonuses.
- Ensure timely completion and issuance of quarter reports and annual W-2's.
- Reconciles all payroll-related accounts and posts all journal entries.
- Responds to inquiries concerning payroll deductions, wage garnishments, and child support payments.
- Oversees maintenance of payroll communications, records and files.

General Ledger -

- Performs monthly bank and credit card account reconciliations. Processes journal entries and adjustments.
- Reviews, reconciles and analyzes all liability, prepaid and deposit balance sheet accounts.
- Assist in administration of agency credit card program. Reconciles credit card accounts monthly.
- Processes cash receipts and deposits.
- Prepares and files 1099/1096 forms by IRS and California state deadlines.
- Performs month-end, quarter-end, and year-end closing activities as assigned.
- Assists with financial, payroll, worker's compensation, 401k, and external audits.
- Assists with the development and implementation of payroll and accounting policies, practices, and procedures.

Accounts Payable -

- Processes all invoices and other company expenses ensuring that payments are approved and paid on time. Issues payments by check, ACH or wire transfer or by vendor prescribed payment method.

- Processes staff expense reimbursements ensuring they are approved and paid on time.
- Downloads bank entries and transmits Positive Pay file. Performs daily review of Positive Pay exceptions.
- Cancels invoices, records credit memos, void checks in accounting system and at bank as needed.
- Oversees maintenance of approved AP invoices, payments, reimbursements and files.
- Responds promptly to all vendor, manager and employee inquiries regarding invoices, expenses, and check requests; resolves vendor statement, and invoice discrepancies.
- Analyzes and tracks accounts payable aging and vendor amounts monthly; 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 check status. Cancels invoices, voids and reissues checks as circumstances dictate.

Other duties include:

- Participates in regular Finance team and agency meetings.
- Backs up Facilities group by answering door and assisting as needed.
- Assists with other related special projects as required or assigned by management.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Bachelor's degree in Accounting or Business Administration or equivalent in experience is required.
- Five complete years direct and relevant experience is required. Nonprofit experience is required.
- Detailed knowledge of and experience in Payroll Processing, General Ledger account analysis, 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, ADP Workforce Now, and intermediate skills with Microsoft Word and Excel.
- Experience working with remote teams on video meeting platforms such as Zoom or other.

Desired Qualifications:

- Strong organizational and time-management skills with the ability to handle and prioritize a heavy workload effectively.
- Proven communication and interpersonal skills when interfacing with staff, managers and vendor representatives in-person, and by email, texting, video calls and the telephone. Communications with all persons are expected to be courteous and professional.
- 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, proven ability to meet deadlines and the ability to perform mathematical computations accurately and quickly.
- Demonstrated success with troubleshooting and problem-solving discrepancies and issues quickly.
- Ability to exercise sound judgement.
- 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.

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.
- Position requires working on site at main office in Oakland where strict health and safety policies are in place and strongly enforced.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand and walk.
- Frequently required to sit, talk, or hear.
- Frequently required to utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include: close vision; (on a computer or reading documents).

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

LOCATION: Oakland

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

Website: www.familypaths.org