



**California  
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

<b>PROGRAM/DEPARTMENT:</b> <b>Fiscal Department</b>  <b>LOCATION: Santa Rosa, CA</b>	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.  CHD is an Equal Opportunity Employer
<b>JOB DESCRIPTION TITLE:</b> <b>Accountant</b>	<b>POSITION STATUS:</b> <b>Regular Full Time</b> <b>FLSA STATUS:</b> <b>EXEMPT</b>
<b>SALARY: DOE</b>	<b>PROGRAM HOURS: Monday thru Friday hours vary</b>

**PROGRAM DESCRIPTION:**

California Human Development (CHD) is a private, non-profit, human services program serving the Northern California Area. The Fiscal Department is an administrative department within CHD under the supervision of the CFO, which is responsible for processing the financial activity and reports for CHD.

**SUMMARY:**

Under the supervision of the CFO and performs relatively complex accounting duties including maintenance and analysis of accounting records, preparation of accounting schedules, reports and financial statements, prepares journal entries and reconciles general ledger accounts. The Accountant will also prepare recommendations of a financial nature for budget development and control for management.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

Under the supervision of, and as assigned by the CFO, the Accountant is responsible for the effective planning and delivery of the following program services:

- A. Monitoring the income and expenditures of the programs assigned, in order to maintain the daily accounting needs of each assigned program; such as reporting, invoicing, budgeting and analyzing.
- B. Preparing recommendations for management review, of a financial management nature for budget development and expenditure control
- C. Maintaining daily corporate balance sheet accounting requirements, as assigned, such as reconciling corporate bank accounts, prepaid items, loan liabilities, or other similar corporate balance sheet items.
- D. Preparing invoices, cost reports and program closeouts as necessary for assigned programs.
- E. Maintaining complex ledgers of assigned programs, including related worksheets and analysis reports.
- F. Preparing worksheets and documentation for the Annual Audits at CHD. Ensure audit readiness of ledgers and files of assigned programs and are prepared to discuss such with the CHD outside audit firm and program review teams.

- G. Depending on the business division, may prepare reports and financial statements for month end and year end reporting packages for management and the Boards.
- H. Depending on the business division, may act as the primary liaison with the outside auditors and government agencies of the managed, outside organizations.
- I. Depending on the business division, may be responsible for reviewing and processing various tax returns for the managed, outside organizations.
- J. Depending on the business division, may be responsible to present the financial statements at the Board Meetings of the managed, outside organizations.
- K. Responsible for completing the compliance reports for the managed, outside organizations.
- L. Provide technical training and assistance to assigned Program Directors in the development of realistic budgets, budget review and maintenance, income forecasting, grant compliance and report preparation.
- M. Performing Accounts Receivable collections duties as needed.
- N. Available to travel to out of town conferences, trainings and job sites as needed.
- O. Providing support to the CFO, clients, program managers, staff, vendors and funders to provide excellent customer service.
- P. Capable of up to six hours data entry using keyboard and mouse
- Q. Other duties as assigned.
- R. Complete 15 CPE units (or equivalent) each fiscal year.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**LANGUAGE:**

- A. Ability to read, analyze, and interpret general service contracts or governmental regulations in English.
- B. Ability to communicate effectively verbally and in writing.
- C. Communicate effectively with a wide variety of individuals and groups.

**MATHEMATICAL SKILLS:**

- A. Ability to use arithmetic skills normally applied in this position.
- B. Ability to compute rates, ratios, and percentages.

**REASONING ABILITY:**

- A. Ability to maintain productive work relationships with employees, management, external agencies and the general public
- B. Ability to effectively present information and respond to questions from groups of managers and employees.
- C. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- D. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- E. Ability to interpret a variety of instructions furnished in written, oral, diagram, chart or schedule form.
- F. Ability to recognize and manage personal bias.
- G. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.

**SUPERVISORY RESPONSIBILITIES:**

None.

**QUALIFICATIONS:**

**A. EDUCATION:**

a. BA degree in Accounting or Finance from accredited institution is preferred.

**B. EXPERIENCE:**

- a. Three years experience as a non-profit accountant preferred.
- b. Any combination of education and experience required to perform the essential duties of this position.
- c. Intermediate knowledge of Microsoft Word and Excel software.
- d. Three years experience with accounting software.

**WORKING CONDITIONS:**

A) PHYSICAL DEMANDS:

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.

This position requires:

Frequently:	Sitting, Walking, Seeing, Hearing, Speaking, Standing, Lift up to 25 lbs, Carrying, Pushing/Pulling
Occasionally:	Stooping, Squatting, Kneeling, Bending
Seldom:	Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) WORK ENVIRONMENT:

This is a fast paced environment and the noise level is usually moderate.  
May have exposure to hazardous materials and/or conditions

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- A. Valid California Driver's license.
- B. Proof of insurance on personal automobile.
- C. Recent satisfactory DMV printout of driving record

**ACCEPTANCE AND CERTIFICATION:**

Upon acceptance of employment with CHD or a change in the job description, I certify that I have read and understand the essential functions of my job as outlined above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date