



California Human Development

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

PROGRAM/DEPARTMENT: Fiscal Department	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.	
LOCATION: Santa Rosa, CA	CHD is an Equal Opportunity Employer	
JOB DESCRIPTION TITLE: Staff Accountant	POSITION STATUS: Regular Full Time	FLSA STATUS: Non-Exempt
SALARY: Grade 11	PROGRAM HOURS: 40 Hours per week Monday thru Friday	

PROGRAM DESCRIPTION: California Human Development (CHD) is a private, non-profit, human services corporation serving the Northern California Area. The Fiscal Department is responsible for processing the financial activity and reports for CHD.

SUMMARY:

Under the supervision of the CFO, the Staff Accountant performs and supports a variety of functions within the Fiscal department. They are responsible for the day to day accounting functions including coding and approving purchases, monthly invoicing, journal entries, bank reconciliations, balance sheet reconciliations and producing grant Income Statements.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the CFO, the Staff Accountant performs the essential responsibilities and duties including:

- A. Works closely with the team in accounts receivable, accounts payable, and general accounting in order to understand transaction flow and significant events.
- B. Assists in preparation of financial statements and related reports including but not limited to balance sheets, income statements, cash-flow reports, budgets, and variance analysis.
- C. Able to deal with reporting deadlines.
- D. Works closely with CFO to maintain accuracy of the general ledger. Reviews work product of others within the department.
- E. Reconcile specific general ledger accounts monthly and maintain working papers.
- F. Provides and analyzes monthly variances.
- G. Analyzes vendor expenditures.
- H. Performs bank and intercompany account reconciliation's monthly.
- I. Maintains confidentiality.

- J. Prepares and posts journal entries.
- K. Assists with special projects and reports as required.
- L. Performs other duties assigned as necessary.
- M. Capable of up to six hours data entry using keyboard and mouse.
- N. Complete 15 CPE units (or equivalent) each fiscal year
- O. Actively participate in the safety program and provide meaningful suggestions for working safely.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE:

- A. Ability to communicate in English effectively, both verbally and in writing with individuals and groups.
- B. Ability to conduct effective public relations.
- C. Ability to read, analyze, and interpret governmental regulations in English.

MATHEMATICAL SKILLS:

- A. Ability to compute rates, ratios, and percentages.

REASONING ABILITY:

- A. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- B. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- C. Ability to recognize and manage personal bias.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

EDUCATION:

- A. College level accounting courses recommended.

EXPERIENCE:

- A. One year experience working in an accounting environment with experience in accounts payable, accounts receivable, cash receipts and journal entries.
- B. A complete working knowledge of MS Word, Excel and Outlook software.
- C. Experience working with a computerized accounting software system.

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