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**California Human Development**

**Job Description**

**EMPLOYEE NAME:**

**Job Title:** Staff Accountant
**Department/division:** Fiscal

**Reports To:** Controller
**FLSA Status:** Non-Exempt

**Location:** Santa Rosa
**Revised Date:** 08/04/2021

**Summary Description**: Under the supervision of the Controller, 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.

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Controller, the Staff Accountant:

* Works closely with the team in accounts receivable, accounts payable and general accounting.
* Monitor the income and expenditures of the programs assigned, in order to maintain the monthly accounting needs of each program. This includes preparing invoices, cost reports, journal entries, financial statements preparing for audits.
* Analyze and approve vendor expenditures of the programs assigned.
* Perform bank and intercompany account reconciliations monthly.
* Assists with special projects and reports as required.
* Maintain confidentiality.
* Able to deal with reporting deadlines.
* Complete 15 Continuing Professional Education (CPE) units or equivalent each fiscal year.
* Other duties as assigned.

**Supervisory Responsibilities**

No supervisory responsibilities.

**Required Skills and Abilities**

* General knowledge of financial policy and practices and state and federal laws.
* General knowledge in Microsoft Office, AccuFund Accounting Software, RealPage Accounting Software or similar accounting software, Adobe and converter software (such as from excel, word, pdf, and vice versa).
* General understanding of GAAP and OMB Uniform Guidance.
* Ability to analyze financial and statistical data and to calculate figures and amounts.
* Individual must be proactive, results oriented and possess the highest ethical standards.
* Willingness to work outside normal responsibilities to achieve desired results.
* Able to communicate financial matters clearly and concisely in both verbal and written formats.
* Strong attention to detail.
* Sufficient capability to develop cognitive reasoning to perform complex transactions with a high degree of accuracy.
* Ability to solve practical problems and deal with a variety of concrete variables in financial situations.
* Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
* Ability to maintain appropriate boundaries with clients and staff, both on and off duty as defined by agency ethical codes.
* Ability to recognize and manage personal bias.
* Capable of balancing responsibilities, exhibiting objectivity, give constructive feedback, contribute to a positive environment, able to build moral and support efforts when working in a team environment.

**Education and/or Experience**

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

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle

**Physical Requirements**

Regularly*:* Sit, manual dexterity for typing or to handle items

Occasionally: Lift up to 10 lbs., stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl

Rarely: Lift up to 25 lbs.

Vision: Close vision (clear vision at 20 inches or less); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus);

**Work Environment**

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_