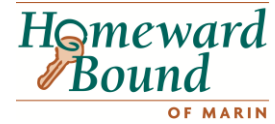


Date: January 23, 2017



Position Announcement

Homeward Bound of Marin is seeking an Accounting Associate.

Reporting to the Accounting Manager, the Accounting Associate supports the accounting, data entry, and financial reporting functions of the Finance Office while working collaboratively with other department staff to perform various accounts payable, payroll and account analysis responsibilities.

This is an exciting opportunity for a mission-driven hands-on team player to join our vibrant and cutting-edge nonprofit organization. We end homelessness in Marin County through affordable housing development, supportive services, job training, and social enterprise; if this excites you, then we want to hear from you!

MAJOR RESPONSIBILITIES

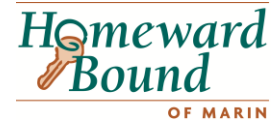
Accounts Payable and Accrued Expenses

- Sets-up and maintains all vendor accounts in Fund EZ software system, ensuring complete and accurate entry of information, including contact names, tax ID numbers, addresses, and billing terms
- Processes all invoice, contract, and other payment requests (such as EFTs), ensuring proper account coding and approval(s) according to current fiscal policies
- Scan invoices into Accounting system
- Assist Accounting Manger to research stale checks and re-issue as needed
- Issue checks and obtains proper signatures in a timely fashion
- Processes all Agency credit card payments, reconciling monthly statements and ensuring all receipts have been submitted and properly coded and authorized
- Coordinates cash disbursement runs and cash requirements with Accounting Manager
- Contacts and communicates with vendors and/or staff members regarding invoice discrepancies, duplicate payment requests, and other issues regarding accounts payable processing
- Ensures monthly reconciliation of subsidiary A/P and accrued expense ledgers to master G/L accounts, ensuring all discrepancies are investigated and corrected promptly and accurately
- Processes all required IRS Forms 1099 each calendar year-end in accordance with IRS guidelines, ensuring timely and accurate filing
- Assists in AP research for annual audit and 990 tax filing
- Assist Accounting Manager and Director of Finance in other projects, if needed

Payroll

- Manage the payroll software system (IBS) in conformance with organization's financial reporting and budgeting framework
- Process bi-weekly payroll, including processing timesheets, ensuring employee deductions, direct deposit, and paycheck accuracy
- Perform payroll-related functions including but not limited to, pay rate changes, employee information updates, deductions, retro calculation and set up of tax withholding as needed
- Prepares and issues manual paychecks, as needed
- Manage the wage garnishment process, participate in addressing and responding to wage and hour complaints, prepare the final paycheck calculation under supervision of Human Resource Manager
- Manage and maintain employee records in payroll software system consistent with applicable federal and state laws
- Assist Human Resources Manager with timesheet, employee benefits, payroll related issues or other data entry as requested

Date: January 23, 2017



Relationships

- Manages open, supportive, and collaborative relationships with all Business Services staff members, agency directors, managers, and all other staff members to troubleshoot programmatic accounting and reporting needs and issues
- Treats all organization constituents with respect, dignity, and an attitude of service
- Maintains and models confidentiality related to all resident services and personnel issues

MINIMUM QUALIFICATIONS

Education or Training Equivalent to:

- AA degree in Accounting preferred, and/or substantial equivalent experience in the field

Special Qualifications:

- Previous experience in not-for-profit accounting preferred
- Very strong skills using PC-based, computerized accounting system(s)
- 10-key adding machine by touch
- Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor
- Knowledge of bookkeeping and banking procedures
- Strong organizational skills
- Strong written and verbal communication skills; ability to write and present reports
- High level of awareness and comfort working in a culturally and ethnically diverse work environment

Minimum Years of Additional Related Experience:

- 5 + years of experience working in accounting position(s) with direct experience in organizations with a budget size of \$3M or larger
- Minimum 5 years of payroll experience -- ideally in a fast paced environment

Physical Requirements:

- Ability to sit, and use a computer mouse, keyboard, and monitor, for extended periods of time (6 – 8 hours per day)
- Ability to lift and/or move objects weighing up to 40 pounds

SALARY AND BENEFITS

Up to \$24 per hour DOE. 40 hours a week with a competitive benefits package which includes 100% employer paid medical and dental insurance, 3 weeks' vacation, and the ability to contribute to a 403b retirement plan.

TO APPLY

Send resume and cover letter to careers@hbofm.org.
Include in subject line: "Accounting Associate 2017"
Please, no phone calls. Thank you.

BACKGROUND CHECK(S)

Homeward Bound is committed to providing safe and productive working, learning, and living environments for our staff and clients. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.

EQUAL OPPORTUNITY

It always has been and continues to be Homeward Bound's policy that employees should be able to enjoy a work environment free from all forms of harassment and discrimination. All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without regard to race, color, ethnicity, religion, national origin, creed, ancestry, gender, sexual orientation, gender identity or expression, age, disability, work-related injury claim, veteran status, or political ideology, or any perception thereof.