



JOB DESCRIPTION

Title: Accounting Associate-Payroll & other Finance Functions

Regular Full Time: 40 Hours/Week

Reports to: Director of Finance

Hourly Rate \$28.50

Non-Exempt

Homeward Bound of Marin is seeking an Accounting Associate.

Reporting to the Director of Finance, the Accounting Associate performs three functions in the Finance Department of Homeward Bound: Payroll, Social Enterprise Reporting and Rent Voucher Receivables. Works collaboratively with our Accounting Manager and other department staff while performing these tasks.

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

1. Payroll - approx. 40 hours bi-weekly

- Prepare and process bi-weekly payroll using the payroll software, ADP in a timely and accurate manner.
- Review all Performance Action Forms (PAF) with the Director of Finance and/or Accounting Manager.
- Work collaboratively with the Human Resources Manager to make sure that all employee related benefits including documents on all new hires are accurately reflected in the payroll system.
- Work with the Human Resources Manager to reflect and update the current Benefit Plans;
- Reconcile employees' payroll deductions for dependents health coverage with the monthly statements from Homeward Bounds Health providers;
- Download payroll data from ADP; review allocations codes to ensure that employees use the correct project codes for hours worked.
- Prepare bi-weekly payroll journal and interface with Fund EZ accounting software.

2. Social Enterprise – approx. 12 hours weekly

- With the assistance of the Director of Finance and/or Accounting Manager, create and maintain reports for the Social Enterprise programs: Halo, Wagster, Catering, Chef Events, and Contract Meals
- Prepare quarterly or monthly Double Bottom Line reports for the Social Enterprise programs.
- With the assistance of the Social Enterprise Director/Coordinator and Social Enterprise staff determine the cost for catering events and Halo products.
- Work with AP Associate to ensure that receipts are coded to the appropriate cost centers when payments are processed.
- Follow-up with Social Enterprise staff, Finance staff and vendors to make sure there are no loose end.
- Complete and reconcile monthly inventories of food, disposable products, chemicals, and other pertinent supplies. Develop and/or create a spreadsheet to reflect these results.
- Complete inventory of kitchen equipment and tabletop supplies on a semi-annual basis.

3. Section 8/Project based Vouchers – approx. 8 hours

- Manage and maintain client vouchers for current and future programs: King Street Senior Housing; Mill Street Center for Adults, Casa Buena Single Adults.
 - Maintain relationship with Marin Housing Authority (MHA) and County of Marin to ensure that information on the housing vouchers is current and accurate.
 - Works with Accounting Associate-AR on collected rents. Reconciles rents collected with expected rent receivable.
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Relationships

- Work with the Director of Finance and the Finance Department staff to maintain current and accurate accounting information ; resolve discrepancies when necessary.
 - Work with the Leadership Team, Program Directors, and other Managers to provide timely and accurate program, grant and contract reports, facilitates, research and resolve budget expenditures.
 - Work with Human Resources Manager, Operations Associate and other administrative and support services staff to streamline relevant administrative functions and procedures,
 - Provides information to Homeward Bound Auditors ensuring timely preparation of accurate reports needed for year-end audit process.
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MINIMUM QUALIFICATIONS

Education or Training Equivalent to:

College degree in Accounting, Finance, business, or related field, and/or substantial equivalent experience in the field.

Minimum Years of Additional Related Experience:

5+ years of experience working in accounting positions, preferably within non-profit organizations with annual budgets of \$5 million or greater, with an emphasis on Payroll (ADP experience preferred) and general ledger functions.

Written & Verbal Communication Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write basic reports and correspondence. Ability to effectively present information in one-on-one and small group situations, to customers, clients, and other employees of the organization.

Physical Requirements:

- May work from home two days a week with prior approval from the Finance Director
- 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.
- The physical demands described are representative of what must be met by an employee to be successful in this position
- With covid-19 restrictions in place, be comfortable working in the office.
- Ability to maintain a consistent work schedule.

SALARY AND BENEFITS

\$28.50 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 with a discretionary employer match.

TO APPLY

Candidates who meet the minimum qualifications please send a cover letter and resume to Lee Callero, Human Resources Manager at lcallero@hbofm.org

Please, no phone calls. Thank you.

EQUAL OPPORTUNITY

At Homeward Bound we are committed to embracing diversity. All decisions regarding recruitment, hiring, promotion, assignment, training, termination, and other terms and

conditions of employment will be made without regard to race, color, gender, religion, national origin, creed, ancestry, gender, sexual orientation, gender identity or expression, age disability, veteran status, political ideology, or any legally protected class. It has always 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. We encourage applicants of diverse backgrounds to apply for any open position for which they feel qualified.

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.