



Job Announcement

Title: Accounting Associate - A/P
Hourly Rate: \$30-\$32.00
Reports to: Accounting Manager
Unit: Finance

Regular Full Time: 40 Hours/Week
Grade: n/a
Exempt/Non-Exempt: Non-Exempt-N

Come join our team!! We help unsheltered individuals in Marin County transform their lives through housing, training, and support services.

We are a fully vaccinated workforce. We require applicants to be fully vaccinated against the Covid-19 virus.

Homeward Bound of Marin is seeking an Accounting Associate.

Under the general supervision of the Director of Finance, supports the accounting, data entry, and financial reporting functions of the Finance Department, working collaboratively with our Accounting Manager and other department staff while performing various accounts payable tasks 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

1. Accounts Payable and Project 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 in a timely manner
- Process all capital project related invoices, expense, and document properly, and pay from appropriate capital bank account
- Prepare weekly or bi-weekly flash reports for current capital project, reconciling to original budget, Sources and Uses and contractor's contract
- 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 and Director of Finance
- Coordinate employee mileage reimbursement expenses through payroll accounting associate.
- 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

- 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; 990 tax filing and other year end tasks
- Assist Accounting Manager and Director of Finance in other projects, if needed
- Maintains proper stock of checks, IRS forms, internal A/P forms, and other supplies and materials essential to the cash disbursements function
- Maintain both digital files and paper files for all accounts payable transactions, keeping separate capital project AP from regular Homeward Bound program AP

2. Additional Accounting and Analyses:

- Coordinate cash bank balances with AR Accounting Associate.
- Coordinate Cc2 coding for funding sources with AR Accounting Associate
- Provide support to and interface with Social Enterprise Event staff to coordinate invoice payments to ensure effective processing of all event transactions
- Perform a variety of accounting entry, analysis, and reporting duties as requested by the Director of Finance and/or Accounting Manager
- Assist Human Resources Manager with payments of Benefits including health, dental, vision, 403(b) and other benefits.

3. Relationships

- Establishes and maintains open, supportive, and collaborative relationships with all Finance staff members, agency directors, managers, and all other staff members
- Greets, communicates, and treats all organization constituents with respect, dignity, and an attitude of service
- Maintains and models confidentiality related to all resident services as well as all personnel-related issues
- Works as a team with administrative and business services staff in maintaining efficient and effective office systems; contributes in resolving conflicts and issues, as necessary
- Communicates with managers & staff regarding relevant programmatic accounting & reporting needs and issues.

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 accounts payable, cash receipts, and/or general ledger functions

2+ years of experience on capital project accounting. Preparing AP reports and mechanic lien reports. Acting as Owner Representative a bonus

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:

- 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

\$30 to \$32 per hour DOE. 35-40 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

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

Include in subject line: "Accounting Associate AP 2022"
Please, no phone calls. Thank you.

EQUAL OPPORTUNITY

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

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.
