

Job Description

TIME FOR CHANGE FOUNDATION



Senior Staff Accountant

The Senior Staff Accountant will assist the Accounting Department in maintaining responsible Accounts Receivable/Accounts Payable of the day-to-day activities. Assure all invoices are processed on a timely manner and vendors are paid according to their term. Assure billings are processed according to schedule, monthly and quarterly. Responsibilities will also include reconciling account balances and bank statements, maintaining the general ledger, preparing month-end close procedures. The Senior Staff Accountant will report directly to the Controller/Executive Director.

Responsibilities

1. Ensure timely and accurate month-end and year-end financial reporting.
2. Oversee and maintain up-to-date, accurate accounting ledgers in compliance with GAAP/GASB standards.
3. Reconcile AP/AR sub-ledgers to the general ledger.
4. Reconcile bank statements and balance sheet accounts to the general ledger monthly.
5. Manage petty cash and record expenses in the general ledger.
6. Verify, allocate, post, and reconcile accounts payable and receivable.
7. Prepare financial statements and budgets according to schedule.
8. Produce error-free accounting reports and present results.
9. Analyze financial information to summarize financial status and identify improvements.
10. Provide input into departmental goal setting.
11. Assist internal and external audits to ensure compliance.
12. Prepare documentation for external auditors.
13. Support the month-end and year-end closing processes.
14. Support the payroll process.
15. Develop and document business processes and accounting policies to strengthen internal controls.
16. Liaise with the Director to recommend modifications and improve accounting systems and financial procedures.
17. Maintain vendor records, including W9s, ensuring compliance.
18. Manage and audit credit card accounts and employee expenses for accuracy and timely payments.
19. Process AR billings and track deposits to ensure all are accounted for.
20. Collaborate with the Controller and Senior Accountant to assist in administrative functions as needed and to support the Accounting Department overall.
21. Other duties as assigned.

Qualifications

1. Works extremely well under pressure and fast-paced environment.
2. Willing to accept necessary changes to improve productivity and efficiency.
3. Active listening and learning abilities
4. Positive, can-do attitude.
5. Analytical skills.
6. Governmental and local Grant reporting experience (not required).
7. Experience in Microsoft excel, word, and other Microsoft Office programs.
8. Full knowledge in month end closing
9. Highly adaptable and flexible

Job Description

TIME FOR CHANGE
FOUNDATION



10. Highly organized
11. Deadline oriented
12. Strong mathematical and analytical skills
13. Proficient in word processing and spreadsheet software
14. Excellent oral and written communication skills
15. Proven ability to handle multiple projects simultaneously.
16. Strong understanding of federal, state, and local tax regulations and GAAP.

Minimum Education/Experience

1. Master's degree in accounting/finance
2. Experience in full cycle AP/AR.
3. Ten years of experience as a Staff Accountant

Position Type

- Full-time.

Pay Range

- \$66,560.00 - \$80,000.00

Location

- San Bernardino, CA

Benefits

- Vacation Pay
- Sick Pay
- Medical and Dental Insurance
- 401K retirement plan.