



Staff Accountant

FULL-TIME: 40 hours/week

WAGE: \$20/hour, full benefits

Sierra Nevada Children's Services is a private, nonprofit child care resource and referral agency that has served families, early childhood professionals and the community since 1978.

POSITION SUMMARY: *Provides support to the fiscal department: calculates, enters, and processes subsidy payments, family fees, accounts payable, accounts receivable and payroll. Generates related reports.*

EXPECTATION FOR ALL EMPLOYEES: Support the agency's mission, vision and values by exhibiting attitudes of professionalism, collaboration, innovation, respect for coworkers, commitment to our community, and personal accountability.

ESSENTIAL JOB DUTIES: (Elements of this job description will be periodically evaluated and are subject to adjustment by SNCS)

- **MAINTAINS ACCOUNTS PAYABLE**
Assists with accounts payable, inputs and files, ensures the availability of check signers and facilitates the signing of checks, produces reports, maintains vendor data, completes DE542 filing, produces 1099 reports and filing, and generates revenue expenditure reports.
- **MAINTAINS ACCOUNTS RECEIVABLE**
Enters checks received and posts to correct accounts, produces applicable reports, enters receivables, and processes bank deposits.
- **CALCULATES AND INPUTS SUBSIDY ACCOUNTS PAYABLE**
Processes monthly subsidy payments for providers. Produces checks to be signed and mailed. Inputs child care provider information.
- **PROCESSES FAMILY FEES AND PAYMENTS**
Calculates family fees as required for all family files subject to these fees, and produces and mails monthly family fee statements. Follows up with the issuance of Notices of Action as needed.
- **MAINTAINS AGENCY PAYROLL**
Inputs personnel data into payroll module of accounting software and processes new employee reporting, tracks employee deductions/benefit changes for semi-monthly payroll, generates payroll reports, calculates and pays payroll taxes, maintains payroll files, meets quarterly and annual state and federal tax requirements, and works with Human Resources as needed.

- **MAINTAINS EQUIPMENT INVENTORY**
Assists with equipment inventories and the fixed assets system.
- **ASSISTS WITH DEVELOPMENT OF POLICIES AND PROCEDURES**
Creates and updates written procedures as needed.
- **CONTRIBUTES TO TEAM EFFORT**
Attends approved job-related meetings, participates in staff meetings both as a resource and a team member, coordinates with Fiscal Director regarding projects, and facilitates flow of work to achieve mission of agency.
- **OTHER DUTIES AS ASSIGNED**

JOB QUALIFICATIONS

- **KNOWLEDGE:**

Education: AA degree in accounting or equivalent with major coursework in accounting or related field.

Experience: Minimum two years bookkeeping/accounting experience, experience in fund accounting and non-profit organizations preferred. Working knowledge of accounting software a plus.

Skills: Strong math and verbal communications skills essential. Strong bookkeeping and keyboard skills. Word processing and spreadsheet computer skills required.

- **INFORMATION PROCESSING:** Identifies and answers providers or vendors, and/or directs person to correct staff person.
- **DECISION MAKING:** Researches information, identifies correct answer, transfers and verifies information.
- **INTERPERSONAL COMMUNICATION:** Daily professional interpersonal contact with employees, providers, vendors, state agencies, community, branch/satellite office, etc. via telephone, direct contact and written communication. Confidentiality is mandatory.

PHYSICAL REQUIREMENTS

The position requires the ability to use both hands in a semi-repetitive motion frequently (up to 8 hours per day). The employee sits frequently and stands/walks intermittently. Must be able to lift and carry objects up to 25 lbs. Must be able to sit, stand, walk and otherwise physically function as necessary in an office environment to perform requirements of position. Must be physically able to operate a motor vehicle.

Must be able to pass a background check.

TO APPLY please forward your cover letter and resume via US Mail, email or in person:

Attn: Christine Hoxsie, HR Administrator
420 Sierra College Drive, Suite 100, Grass Valley, CA 95945
ChristineH@sncs.org
530.272.8866, ext. 223