

## **Job Announcement Accounting Specialist**

**Position:** Accounting Specialist

**Date Opened:** April 20, 2023

**Hourly Compensation:** \$47,000- \$51,000 (depending on relevant experience)

**Employment Type:** Full-time, 1 FTE, 40 hours per week

**Location:** San Joaquin County

### **Mission**

We sow seeds in our own backyard: We cultivate change and healing that transforms communities to move families from surviving to thriving.

### **Vision**

Our vision is building community through relationships based on LOVE, FAITH, and COMPASSION.

### **Position Description**

We are recruiting for a top-performing Accounting Specialist who will manage several accounting activities to ensure compliance with generally accepted accounting principles (GAAP), organizational policies and procedures, and external federal, state, local and funder legal and regulatory requirements. The accounting activities will include accounts payable, accounts receivable, cash flow projections, payroll, budgeting, tax, month-end close, and financial statement preparation. The Accounting Specialist will work closely with staff across the entire organization. The Accounting Specialist will report to the Executive Director.

### **Responsibilities**

- ❖ Implement and oversee assigned accounting activities
- ❖ Prepare detailed journal entries and account analyses
- ❖ Support the annual financial audit and other state and local regulatory requirements
- ❖ Develop and implement accounting policies and procedures
- ❖ Research accounting issues for compliance with generally accepted accounting principles (GAAP)
- ❖ Support the development of the organization's annual budget, as well as individual project budgets
- ❖ Support program staff with ad-hoc financial reporting and analysis

### **Desired Qualifications**

- ❖ Bachelor's degree in accounting
- ❖ 3+ years of progressive professional experience in accounting
- ❖ Ability to work independently, coordinate multiple tasks simultaneously, and work as a member of a team
- ❖ Strong attention to detail, accuracy, timeliness, and analytical skills



- ❖ Knowledge and ability to interpret and apply federal and state regulations, including GAAP and OMB Uniform Guidance
- ❖ Intermediate level of proficiency with MS PowerPoint and MS Excel (creating graphs, pivot tables, and charts)
- ❖ Computer skills including knowledge of Microsoft Suite software
- ❖ Nonprofit experience

**How to Apply:**

Please send a cover letter, resume, and and 3 professional references to Christina Peoples, Executive Director, at [cp@aaawlc.org](mailto:cp@aaawlc.org)

*The Amelia Ann Adams Whole Life Center provides equal employment opportunities to all applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability or genetics.*