



We cannot always build the future for our youth, but we can build our youth for the future.

- Franklin Delano Roosevelt  
United States President, 1933-1945



## SENIOR ACCOUNTANT

We are looking for a strong Senior Account who is detail-oriented, highly motivated, and experienced in accounting to join our growing team! Under the direct supervision of the Controller, the Senior Accountant is responsible for the monthly financial statement close including preparation of journal entries for general ledger transactions, monthly reconciliations of cash and other balance sheet accounts. Responsibilities also include processing and reconciling bi-weekly payroll. The Senior Accountant may supervise day-to-day activities of accounting department staff when the Controller is unavailable, and may review accounting staff's work as assigned while accomplishing other critical functions. This role is part-time, at 20-25 hours per week.

### PRIMARY RESPONSIBILITIES

- Coordinate monthly financial statement close
- Prepare and process bi-weekly payroll
- Maintain personnel related allocations
- Maintain and reconcile balance sheet, income and expense accounts to the general ledger on a monthly basis
- Analyze and reconcile bank and investment accounts on a monthly basis
- Meet reporting requirements of external government and non-government agencies
- Analysis of personnel costs, occupancy costs, and indirect costs to ensure appropriate allocation of expenditures
- Validate system interfaces and troubleshoot interface issues
- Provide support to Controller in preparation for year-end external CPA audit
- Provide customer support to staff and foster parents

Please reply with a description of your qualifications, salary requirements, and resume. Desired salary must be included to be considered for this position.

**SUBJECT LINE: JOB CODE 2016W-31**

Email: [jobs@afs4kids.org](mailto:jobs@afs4kids.org)

### QUALIFICATIONS

- Bachelor's degree in Accounting or Finance required
- Minimum of 3 to 5 years of increasing responsibility in accounting/finance, with financial reporting experience
- Solid knowledge of Generally Accepted Accounting Principles. Non-Profit experienced a plus
- Intermediate Microsoft Excel skills. Proficient in Microsoft Access
- Knowledge of Abila/Sage MIP highly desirable
- Must have attention to detail and sound analytical skills, ability to interpret/communicate financial information
- Must work well under pressure and be able to meet tight deadlines
- Excellent interpersonal skills. Strong written and communication skills a must
- Ability and desire to promote team spirit at all levels of the organization
- Ability to work with staff and families from culturally, linguistically, and socio-economically diverse communities
- Valid California driver's license with an acceptable driving record and auto insurance showing as an insured driver on the policy

### WE OFFER

- Competitive compensation
- A professional and supportive work environment

*We are an Equal Opportunity Employer. We do not discriminate on the basis of Ancestry, Age, Color, Disability, Genetic Information, Gender, Gender Identity, Gender expression, Marital status, Medical condition, Military or veteran status, National origin, Race, Religion, Sex and Sexual orientation.*