



Senior Accountant
A Part-time, contract position

Background: St. Mary's Center has served multi-racial, multi-ethnic poverty-level seniors and young children in West Oakland since 1973. Started as an outreach effort of St. Mary's Church, the Center was separately incorporated as a 501(c)3 in 1992. Our mission is to be a community of hope, justice, and healing that serves at-risk seniors and preschoolers in Oakland. We strive to improve quality of life through counseling, shelter, nutrition, advocacy and social support. We are a primary agency providing outreach and direct support services to homeless, homebound and otherwise isolated seniors in downtown and West Oakland.

For more information, please visit www.stmaryscenter.org.

Position Summary

Reporting to the Executive Director, the Senior Accountant of St. Mary's Center will be responsible for the financial direction of the organization. The successful candidate will thrive in a great organizational culture and enjoy working with a team of dedicated and motivated colleagues, while directing the financial processes and budgets that will ensure our continued success.

Duties and Responsibilities

Monthly financial reports:

- Allocate payroll and post journal entries to general ledger.
- Code deposits and post to general ledger.
- Reconcile bank statements for checking and savings accounts.
- Prepare and post standard journal entries to general ledger.
- Print and review financial statements.
- Prepare supplemental financial reports using Excel.
- Reconcile representative payee checking account bank statement.

Annual agency budget:

- Prepare personnel expense budget.
- Prepare agency revenue and expense budget by program for approval by Board of Directors.

Annual financial audit:

- Prepare analysis work papers of all balance sheet accounts and select income and expense accounts.
- Prepare and post accrual journal entries.
- Prepare other analyses as requested by auditors.
- Coordinate scheduling of audit field work and answer auditor's questions.
- Monitor deadlines and provide copies of audit report to government and private grantors.

Government contract reporting:

- Allocate expenses to contracts in accordance with government requirements.
- Monitor contract compliance.
- Prepare monthly invoices to request funds under government contracts.
- Prepare annual cost reports to close out government contracts.
- Prepare analyses requested during fiscal monitoring visits from government agencies.

Budgets for government and private proposals:

- Prepare budgets in connection with applications for government contracts and private grants.
- Prepare final financial reports for private grants as requested by the development director.

Other financial related tasks:

- Apply for property tax welfare exemptions for all properties.
- Direct and support bookkeeper as necessary.
- Direct and support Representative Payee Program.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, TANF program regulations and compliance requirements, and appropriate Code of Federal Regulations sections.
- Resources of public and private social service and related agencies.
- Organizational development, human resources, and program operations.
- General office software, particularly the Microsoft Office Suite and Accounting software (or other similar not-for-profit general ledger software) and use of databases.

- Ability to create and assess financial statements and budget documents.
- Recognize and be responsive to the various aspects of a nonprofit, including funding organizations, the Board of Directors, local community advocates, staff and participants.
- Supervise staff, including regular progress reviews and plans for improvement.
- Communicate effectively in both written and verbal form.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

Education:

- Completion of a bachelor's degree at an accredited college or university or equivalent work experience.

Experience:

- CPA, Controller, or Senior Accountant level.
- Five to seven years of financial experience and management experience with the day-to-day financial operations of non-profit.

Qualifications:

- Bachelor's degree required or other work-related field experience strongly preferred.
- At least five years of progressively responsible management experience in one or more nonprofit organizations serving low-income, high need populations, with strong preference that the experience be in work with homeless and/or formerly homeless people.
- Strong experience working with diverse client and staff populations, and demonstrated cultural competency.
- Excellent written and verbal communications skills.
- Ability to manage and deliver on high level projects with strict timetables.
- Highest integrity, dependability and credibility.
- Strong initiative, excellent judgment and accountability.
- Healthy work ethic, collaborative work style, high energy, and the confidence and strength to inspire colleagues, staff and volunteers.
- Manner that models respectful relationships with program participants, staff and members of the broader community.
- Computer competence, preferably including Microsoft Office Suite experience.
- Respect for and identity with the mission and values of St. Mary's Center.

This is a part-time, contract position.

Send resume and cover letter to hr@stmaryscenter.org. No phone calls, please.