

Bookkeeping / Accounting Specialist

Description

St. Mary's Center is a community of hope, justice, and healing that serves at-risk seniors and preschoolers in the heart of Oakland. We strive to improve quality of life through counseling, shelter, nutrition, advocacy and social support. SMC is a member of All Together in Dignity: Fourth World Movement, a global movement to overcome poverty. Staff has travelled to the United Nations to present research. UCSF chose SMC to be the site of an important research study on the health effects of homelessness. Recently SMC received the San Francisco Foundation's Oakland Opportunity Award for \$2 million. Charity Navigator has given SMC a 4- star rating for fiscal management and integrity for six consecutive years. For more information, visit our website at www.stmaryscenter.org.

SUMMARY

The Bookkeeping / Accounting Specialist reports to the Director of Finance and Administration and performs critical accounting functions to ensure effective and efficient operations for the entire organization. The Bookkeeping / Accounting Specialist will post invoices promptly and accurately to track expenses against budget; conduct regular check runs; prepare memos, reports and financial analysis using Word and/or Excel; file and retrieve documents for processing and record retention; and perform general office duties including ordering, budgets, file-sharing, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial records, accounts payable, cash management, reporting

Implements day-to-day accounting activities, processing financial transactions and reports through administrative systems, consistent with St. Mary's Center policies and procedures

- Process and record all assigned financial transactions in the general ledger.
- Ensures the maintenance of accurate and timely financial records by entering, processing and reconciling transactions in accordance with established procedures and formats.
- Ensures compliance with all regulations, generally accepted accounting practices, and contractual requirements
- Compiles regular financial reports (budget variance reports, general ledger updates, etc.) to support management-level decision-making
- Develops collaborative and productive partnerships with staff, consultants, auditors, vendors and service providers to establish and maintain professional relationships
- Coordinates with other departments and staff to ensure the smooth flow of data
- Obtains and forwards requested information to internal departments promptly

- Maintains a thorough understanding of the following topics as they relate to accounts payable functions: applicable policies and procedures, government policies, information systems, and business relationships with outside vendors
- Participates as requested in training or review
- Maintains safe and clean work area and adheres to location/company safety standards
- Adheres to applicable policies and procedures, including established HIPAA confidentiality standards
- Performs all other tasks or duties as assigned

Qualifications

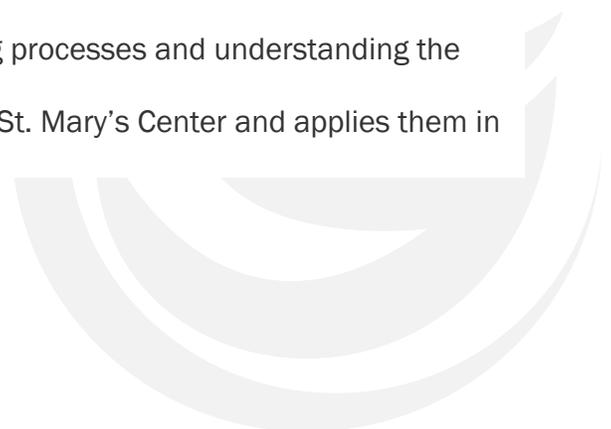
The right candidate will be a team player in a mid-size organization environment. They will communicate effectively with other team members at all levels of the organization, contribute to positive morale, and help maintain mutually beneficial relationships with vendors, suppliers and partners.

- Successful completion of coursework in Accounting or relevant experience
- Excellent computer skills and high proficiency in Excel, Word, Outlook, and other standard programs; experience with or the ability to quickly learn SAGE accounting software along with billing software and various web-based tools for banking and credit card processing
- First-rate communication, attention to details, and organization skills
- Strong people skills; open to direction, collaboration; committed to excellence
- Demonstrated commitment to high professional ethical standards and a diverse workplace
- Well-versed at operating in a fast-paced, community-based environment
- High comfort level working independently; ability to communicate well within a distributed team
- Excellent organizational and time management ability; capacity to anticipate and meet deadlines
- High degree of confidentiality and integrity

GENERAL STAFF ROLES:

Along with all employees, the Bookkeeping / Accounting Specialist is expected to:

- Foster an environment that promotes trust and cooperation among leadership and staff
- Apply policies and procedures to ensure that the principles of St. Mary's Center are implemented
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct
- Is accountable for participation in decision making processes and understanding the outcomes
- Understand the mission, values, and principles of St. Mary's Center and applies them in work responsibilities



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others to understand them and to be understood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to occasionally lift and/or move up to 20 pounds.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to operate office equipment: telephones, copy, scanner and fax machines
- Must be able to communicate over a telephone, and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, and taking notes.
- Must be able to prepare documents, research data on websites, and work on computer (with mouse or track-pad), operations up to 8 hours per day.

St. Mary's Center is an Equal Employment Opportunity Employer

St. Mary's Center is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEOP). It is the stated policy of St. Mary's Center that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).

COMPENSATION:

Salary range is \$45,000 - \$50,000, commensurate with experience. We provide a benefits package, including medical, dental, 401k, paid vacation and sick time, 12 holidays plus birthday. St. Mary's standard workweek is 35 hours.

To apply:

Send a cover letter and resume to hr@stmaryscenter.org. First review will take place on or before January 15 with a desired start date early in the first quarter.

