



01/25

## Community Action Partnership of Madera County

**POSITION:** STAFF ACCOUNTANT

**DEPARTMENT:** Fiscal

**IMMEDIATE SUPERVISOR:** Finance Director - Operations

**SUPERVISES:** N/A

**COMPENSATION:** Range 24.0

**FLSA:** Full-time; Non-Exempt

**DEFINITION:** Under the immediate supervisor's direction, performs the full range of professional level accounting tasks and duties that include maintaining, developing, and analyzing fiscal statements and records. Responsible for maintenance and analysis of the general ledger accounts and sub-accounts, responsible for the processing of account payables, reviews proper coding and posting of all account payable and payroll items, assist with federal and state payroll reports, performs routine and more complex professional level accounting tasks and duties, and all other assigned duties. Assists supervisor with retirement plan eligibility testing, annual census reporting, and calculation of employer plan contributions.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION / EXPERIENCE:**

- Bachelor's Degree in Accounting, Business Administration with emphasis in Accounting, or a closely related field and three (3) years of experience in general accounting; **OR**
- Associate's Degree in Business Administration with emphasis in Accounting and four (4) years of experience in general accounting.

## **STAFF ACCOUNTANT**

**Page 2 of 7**

### **ABILITY TO:**

- Communicate clearly and concisely in both verbal and written formats.
- Work effectively with individuals.
- Use Microsoft Outlook, Teams, 365 products.
- Have excellent organization skills.
- Perform a variety of office assistance assignments with minimal guidance and supervision.
- Establish and maintain cooperative working relationships with vendors.
- Prepare accurate, complete, and concise reports.
- Work effectively with other individuals.

### **KNOWLEDGE OF:**

- Accounts payable processing & 1099 Reporting.
- Experience in computerized accounts payable / payroll system.
- Computerized word processing and use of spread sheets.
- Accounting knowledge and background, including accounting theory, principles, and techniques.
- Working knowledge of trial balance, posting of accounts, auditing more complex accounts and transactions.
- Principles of financial administration.

### **CORE COMPETENCIES:**

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional, and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

### **GENERAL PHYSICAL REQUIREMENTS**

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state, and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state, and local standards.

## **STAFF ACCOUNTANT**

**Page 3 of 7**

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **LEADERSHIP**

- Adheres to and applies the CAPMC mission, values, standards, policies, and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values, and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

#### **ACCOUNTING DUTIES**

- Control and monitoring of assigned general ledger accounts under the supervision and direction of the Finance Director - Operations.
- Participates in posting, maintenance, balancing and reconciliation of the general, grant and subsidiary accounts.
- Participates in the maintenance and analysis of all General Ledger Accounts, and other account subsystems such as accounts payable, accounts receivable, payroll and payroll related accounts, inventory, fixed assets including buildings, equipment, and facilities.
- Prepares schedules, statistical, and financial reports; prepares work papers; and various reports for federal and state agencies as well as for internal accounting.
- Examines, reconciles, balances, and adjusts accounting records; reconciles and

## **STAFF ACCOUNTANT**

### **Page 4 of 7**

prepares complex bank reconciliation for multiple accounts; participates in accounting functions such as preparing adjusting entries, fiscal year closing adjustments, and documents for auditors.

- Researches and analyzes transactions for allowability, cost allocation, and reasonableness.
- Provides information as required by monitoring agencies for all fiscal audits and reviews.

### ACCOUNTS PAYABLE

- Reviews, enters, and files accounts payable, as necessary.
- Verifies and reviews weekly accounts payable input against invoices and preliminary check register.
- Proper coding and posting of all accounts payable.
- Assists with year-end accounts payable reports to proper agencies.

### PAYROLL

- Proper coding and posting of all payroll and payroll related items.
- Assists with payroll input and payroll processing, as necessary.
- Maintains and reconciles assigned payroll and payroll related general ledger accounts.
- Assists supervisor with agency 403(b) retirement plan accounting and eligibility testing for employer contributions.

### GENERAL ACCOUNTING DUTIES

- Calculate interest earned on funds, as necessary.
- Maintains and reviews monthly general ledgers.
- Accounts receivable.
- Prepaid insurance and other prepaid accounts.
- Maintains and reconciles various inventory accounts such as custodial supplies and CACFP food and supply inventory.

### GENERAL DUTIES

- Performs general office assistance duties.
- Maintains and manages agency cell services, including cell phone plans and issuing / cancelling agency cell phones.
- Maintains agency approved driver list for insurance and DMV pull notifications.
- Operates office equipment.
- Data entry.

### OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. Children with disabilities are enrolled in the classroom as mandated by federal and state laws.

## **STAFF ACCOUNTANT**

### **Page 5 of 7**

- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

### LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

### **OTHER REQUIREMENTS:**

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, debarment and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to always ensure maximum safety for oneself, fellow employees, clients, and children.

### PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.

## STAFF ACCOUNTANT

### Page 6 of 7

- Crouching: Bending the body downward and forward by bending leg and spine.
- Driving: Driving is the operation of a motorized passenger vehicle or other vehicles such as forklifts, golf carts, riding mowers.
- Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Fine Manipulation: Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Foot or Leg Controls: Use of one or both feet or legs to move controls on machinery or equipment. Control includes, and is not limited to, pedals, buttons, levers, or cranks.
- Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- Hearing Requirements: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes, or alarms). This includes in person speech, other remote speech, other sounds, telephone, video conference.
- Keyboarding: Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine, or 10-Key numeric keypad.
- Kneeling: Bending legs at the knees to come to a rest on knee(s).
- Lifting or Carrying: Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms or wearing it on the body.
- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between

## **STAFF ACCOUNTANT**

### **Page 7 of 7**

standing or sitting as needed.

- **Sitting:** Remaining in a seated position.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Standing or Walking:** Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- **Stooping:** Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

### VISUAL ACUITY

- **Near Visual Acuity:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- **Far Visual Acuity:** Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- **Peripheral Vision:** Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

***To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.***