



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

Accountant I

JOB ANNOUNCEMENT

Summary:

We are looking for an Accountant to assist with the tasks of our accounting department's daily operations. You will work closely with a team of other accountants, fiscal staff and other personnel members as applicable, performing various financial functions, including accounts payable/receivable, bank reconciliations and tax audits, etc. Our ideal candidate uses strong analytical skills and is able to create detailed financial reports and forecasts. To succeed in this role, you should also have a problem-solving attitude and be able to ensure our financial management is accurate and efficient, ultimately, bringing more organization to our day-to-day functions and department.

Compensation:

This is a full time position (40 hours/week) paying a starting hourly wage of \$25.31; salary is commensurate with experience. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period (60 days for benefits).

Minimum Qualifications:

Must have graduated from an accredited college or university with Bachelor Degree in business, finance, accounting or other related fields. Knowledge of generally accepted accounting principles and practices, terminology, and procedures, including accounting concepts sufficient to analyze, interpret and prepare financial information, records and reports. Must also have a minimum of three years of accounting related work experience. Education may be substituted by experience on a year-for-year basis.

Essential Duties and Responsibilities: Under the direction of the Finance Manager, the Accountant I duties include, but are not limited to the following:

- Daily completion of administrative accounting tasks related to accounts payable, accounts receivable, payroll, budgeting and forecasting;
- Prepare monthly, quarterly, annually reports as needed
- Reconcile administrative and program revenues and expenses;
- Participate in regular audits, monitor visits and meetings as necessary;
- Prepare budgeting reports and forecast revenues as assigned;
- Assist with month-end and year-end closing reports;
- Analyze, balance, and compile invoices, reports, and budgets for Federal, State, and Local program funding;
- Assist with the preparation of monthly bank reconciliation of multiple bank accounts and weekly analysis of bank transactions, cash availability if/as needed;
- Verify and compile weekly accounts payable requisition batch for check issuance if/as needed;
- Calculate, create, and enter journal entries to properly account for all costs and receipts;
- Perform extensive data entry and information retrieval from Microsoft Excel, Intuit QuickBooks and Paychex payroll software accounting systems;

- Organize and maintain accurate accounting records, transactions, and backup documentation;
- Respond to inquiries and communicate with subcontractors, funding agencies, participants, and other external partners;
- Conduct in person and desk monitoring visits and review accounting methods, billings, and contract compliance of subcontractors as necessary;
- Directly assist Fiscal Manager and Fiscal Team with special projects, inquiries, and communications as assigned;
- Other duties as assigned.

Working Conditions:

Performing duties of the Accountant will require working in an office environment. Candidate must also be able to work well under stress and meet deadlines.

How to Apply:

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.