



## Families In Transition of Santa Cruz County, Inc.

[www.fitsantacruz.org](http://www.fitsantacruz.org)

<b><u>JOB TITLE:</u></b>	Full-Charge Bookkeeper/ Accounting Manager
<b><u>STATUS:</u></b>	Full-Time Position @ 30 hours per week
<b><u>LOCATION:</u></b>	Remote/Telecommute
<b><u>PAY RATE:</u></b>	Exempt/ Salary TBD
<b><u>FRINGE:</u></b>	Medical, Dental, Life, LTD, 401K & Paid Vacation after 90 18 Paid Holidays/Flexible scheduling available

To Apply: email Cover Letter and Resume to [Info@fitsantacruz.org](mailto:Info@fitsantacruz.org) Please include job title, "Full Charge Bookkeeper/ Accounting Manager" in subject line

**Come and join our team!** For over 25 years Families In Transition (FIT) has been in the business of ending and preventing homelessness in Santa Cruz County and has successfully connected thousands of families to permanent stable housing. As a private nonprofit FIT offers services and supports which promote housing stability to families and young adults who are experiencing homelessness or who are at risk of becoming homeless and operates on the premise that partnerships with stakeholders (government, service providers, businesses, employers, educators, landlords and participants) fosters a strong foundation on which families and young adults who participate in FIT programs can gain skills and tools which lead to increased housing stability, family investment in self-reliance and a healthier community.

### **Position Summary:**

The Accounting Manager (AM) reports to the Executive Director and Board Finance Committee of FIT and is a member of the FIT Administrative team. The AM is responsible for all financial aspects of the agency. Responsibilities include, but are not limited to, developing and maintaining accounting system and supporting work papers, ledgers and records, supervising fiscal staff, budgets, grant administration, accounts receivable and payable, developing fiscal policies and procedures that adhere to GAAP, etc., monthly and year end closing, preparing financial statements and audits.

### **Minimum Qualifications:**

- ✓ Comprehensive knowledge and exceptional competence in both the technical and practical skills of accounting for a nonprofit organization, including fund accounting, grants, budgets and multiple department financial tracking.
- ✓ Demonstrated bookkeeping and analytic skills: accounts receivable and payable, general ledger, preparation of financial statements, payroll reports and customer job reports.

✓ Knowledge of QuickBooks Nonprofit Desktop version/Excel and excellent communication skills are necessary. Preferred: knowledge in Google sheets.

### Responsibilities and Activities:

Set up accounting system in QuickBooks Nonprofit Desktop version  
Analyzes and implements updates to the computerized accounting systems; develops or revises accounting systems to meet changing needs and to insure uniformity.  
Oversees all agency fiscal matters  
Interprets and applies legal and administrative concepts to fiscal function  
Performs preparation, monitoring and analysis of multiple fund accounts providing monthly and annual financial statements, informational reports, analysis and revisions of such budgets as necessary.  
Disburses, records and reports income and outlay of funds  
Develops and maintains appropriate journals, ledgers and supporting work papers, including inventory of fixed assets and depreciation.  
Prepares monthly, yearend and periodic financial statements and reports  
In close consultation with the Executive Director and Administrative team, prepares budgets, revisions, modifications and financial reports for grants and contracts  
Oversees payroll service, maintains employee time sheets and records of sick and vacation time and vacation accrual  
Submits monthly, quarterly and periodic requests for reimbursement to multiple granting sources and prepares required reports, meeting source deadlines  
Custodian of petty cash  
Reviews federal, state, local and agency procedures, policies and fiscal requirements and implements any changes required to assure compliance with contracts and regulations  
Responsible for the coordination of annual agency audit, and periodic audits required by funding agencies, providing requested information, reconciling differences and modifying procedures as well as being available in person on-site as required for audits.  
Implements and oversees systems of internal controls to meet grantors' contractual requirements  
In close consultation with the Executive Director, develops annual agency and program budgets and provides budget vs actual quarterly, biannual and annual P& L  
Manages bank account statements, deposits, balances and reconciliation  
Assists with grant applications and ensures that all required fiscal reports are available by the deadline.  
Manages and oversees fiscal staff and provides mentoring, coaching, training and performance evaluations on a consistent basis.  
Leads monthly fiscal reviews to ensure program budgets remain on plan and adjustments to budget are logically and correctly established when needed.

Provides leadership and support to the FIT Board and related Finance and Audit Committees as applicable

Develops and maintains effective working relationships with staff, Board of Directors, representatives of funding sources, creditors, CPA and other community businesses

Oversees all financial accounts of the agency, and prepares financial analyses as requested by the Executive Director, Management team and Board of Directors.

Other duties as assigned.

### **Qualifications:**

- Minimum of 5 years experience as full charge bookkeeper
- Minimum of 3 years experience working with fund accounting for a non profit or comparable cost accounting system
- Academic training in bookkeeping, accounting or equivalent education
- Requires high level of initiative, professionalism and compassion
- Must be highly motivated and self-directed
- Strong written and oral communication skills
- Strong organizational and time management skills
- Ability to work independently, effectively as an individual and part of the team.
- Ability to use discretion and independent judgement.
- Communicate effectively with a variety of individuals representing diverse cultures and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy.
- Ability to meet deadlines and handle crises.
- Background check is required.

### **Special Requirements:**

- 1) While this position is a remote location position, it does require that, at minimum, in-office availability during regular business hours in order to work directly with the Executive team and/or during **audits** as needed.

### **Pay rate and Benefits**

- Annual Salary TBD
- Full-time Exempt
- 18 Paid holidays annually. After 90 days - generous paid time off, Retirement with discretionary employer contributions, Life and Long-term disability insurance, employer paid medical, dental and vision insurance.
- Family and school friendly, flexible scheduling available

**Notice:** This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. Families In Transition is an equal opportunity employer which does not discriminate based on age, race, disability, national origin, ethnicity, religion, color, ancestry, veteran status, medical condition, gender, sexual orientation, marital status, disability, HIV status or any other non-merit based criteria.

**To Apply:** Interested persons should fax (831)728-9793 or email Cover Letter and Resume to [Info@fitsantacruz.org](mailto:Info@fitsantacruz.org)

Please include the job title, "Full-Charge Bookkeeper/ Accounting Manager:" in the subject heading. Due to the volume of responses, only qualified parties will be contacted.

No phone calls, please.