

Staff Accountant Job Description

Position Title: Staff Accountant	Reports to: Director of Finance
FLSA Status: Part-Time*, Non-Exempt <i>(*At 2-1-1 OC's discretion, this position may be expanded to a full-time position.)</i>	Work Schedule: 20 hours per week; Monday – Friday, 8 am - 12 pm OR 1 pm – 5 pm <i>(211OC will consider alternate daily 4-hour schedules)</i> This position is flexible to allow for full-time onsite or a hybrid arrangement with a minimum of two days per week onsite at the administrative office in Santa Ana, CA, and the remainder of the days at a remote location, approved by 2-1-1 OC.
Pay Range: \$29 – 32 hourly, based on experience	Department: Finance
<p>Position Summary: Reporting to the Director of Finance and serving as an integral member of the Finance department, the Staff Accountant is responsible for general bookkeeping and payroll. This position requires familiarity and experience with Accounts Receivable, Accounts Payable, and General Ledger Entry. In addition, the position assists with contract and grant invoicing, preparation, and analysis of financial statements and payroll, including deductions and taxes.</p> <p>Tasks include data entry and maintenance of the payroll system. Additional responsibilities include month-end accounting and support in contract management. The position works closely with contracted vendors, requiring frequent collaboration. Additional responsibilities include supporting the preparation of the Audit and Tax Returns.</p>	
<p><u>Essential Functions/Responsibilities</u></p> <p>Position Responsibilities:</p> <ul style="list-style-type: none"> • Bookkeeping including: processes weekly mail, prepares and deposits weekly banking, enters and processes Accounts Payable and Receivable, and check runs. • Assists with contract and grant invoicing and reporting. • Assists with general ledger entries and month-end close. • Manages 211OC's bank account, including monthly reconciliations. • Serves as the primary point of contact for payroll and benefits-related functions and as liaison for payroll administrator. • Assists with allocation of revenue and expenses to programs. • Maintains continuous lines of communication, keeping the Director of Finance, CFO, and CEO as necessary, informed of all critical issues. • Adheres to existing policies, procedures, accounting standards, and internal controls and recommends revisions for improved business operations and compliance. • Partners with the Director of Finance to assess, develop, and report on programmatic budgets. • Assists in the development of the organizational budget. • Provides analytical support for budget to actual analysis. • Assists with all monthly accounting activities to be completed in a timely manner. • Liaises with contract partners, leadership team, and staff for contract and budget requests and modifications. • Represents the finance department at interdepartmental meetings. • Responds in a timely fashion to requests via telephone, email, or meeting attendance. • Provides analytical support to 211OC's internal management team. • Compiles fiscal estimates and prepares fiscal reports as requested. 	

Staff Accountant Job Description

- Complies with internal and external accounting procedures.
- General support for the finance department, special projects, and audits as needed.
- Represents the organization externally, as requested.

General Responsibilities:

- Ability to get to work on time.
- Ability to follow directions.
- Ability to effectively interact with coworkers.
- Ability to understand and follow work rules and procedures.
- Ability to accept constructive feedback.
- Performs other duties as assigned.

Education and/or Experience Required

- Degree in accounting, finance, or related field OR 5+ years of experience in financial administration.
- Experience in non-profit accounting and finance experience is preferred but not required.
- Experience related to government contract administration and negotiation, private funding compliance, and fiscal management is highly desirable.

Skills and Abilities

- Professional approach including skillful, tactful communications with others; treats others with respect and consideration, regardless of status or position; accepts responsibility; follows through on commitments.
- Excellent discretion, judgment, problem-solving, and analytical skills.
- Self-reliant, results-oriented, and able to work under stress and manage priorities, workflow, and deadlines under pressure and interruptions.
- Exceptional written and oral skills and ability to effectively interface with senior management and staff.
- Must have strong organizational and analytical skills.
- Ability to operate as an effective, tactical, as well as strategic thinker.
- Must be organized, very detail-oriented, and able to multi-task and prioritize in a fast-paced environment.
- Must have exceptional customer service skills.
- Must be proficient in QuickBooks, Microsoft Word, Excel, and PowerPoint.
- Ability to process verbal information and input this information into a computer system.
- Ability to follow complex instructions.
- Ability to master basic math skills.
- Ability to think logically in following procedures and instructions.
- Ability to utilize KTime (HR information system).
- Passion for 211OC's mission and vision.

Competencies

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Staff Accountant Job Description

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Working Conditions

Physical Demands

The physical demands described here are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; climb stairs; sit; use hands-to-finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee's activities will be generally limited to office work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements describe the general nature and level of the work being performed for this position, and are not an exhaustive list of all duties and responsibilities. 211OC's management team reserves the right to amend and change responsibilities to meet business and organizational needs.

COVID-19 considerations: Initial training will occur remotely due to COVID-19, with onsite training as needed. We are continuing to work remotely and will make a determination at a later time with ample notice to all employees of any worksite location changes.

If you are interested in this position, please see our posting on [Indeed.com](https://www.indeed.com) to apply. Thank you!

2-1-1 Orange County is an Equal Opportunity Employer