



## **Job Description**

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**Title:** Accountant/Accounts Payable Specialist

**Hours:** Full-Time (40 hours weekly, Non-Exempt)

**Reports To:** Chief Financial Officer

**Purpose:** The Accountant/Accounts Payable Specialist is responsible for processing Accounts Payable checks bi-weekly and housing checks as needed. This person will also assist in preparation of documentation for the annual financial audit and the annual Federal A-133 audit. The ideal candidate would have experience working with non-profit organizations and/or accounting courses or accounting degree

### **Job Responsibilities and Duties**

- Accounts Payable functions, ensures proper coding to grants and programs, maintaining an appropriate level of accuracy and audit trail. This process includes:
- Allocation and entry of bills across multiple programs and budgets.
- Preparing and sending out bill payments with bi-weekly check runs. Also make online payments as necessary
- Responsible for entering transactions and reconciling credit card accounts monthly.
- Adheres to agency policies and procedures and advances the goals of POV in a manner that embodies the agency's philosophy.
- Maintains strict confidentiality of client and personnel information adhering to HIPAA, professional codes of conduct, State of CA regulations, Privacy Act, and POV policies and procedures
- Assist with other financial duties as assigned by supervisor.

### **Qualifications**

- Bachelor Level Degree in Accounting preferred but equivalent experience acceptable as described below.
- Five or more years of accounting experience, with a minimum of two years in a nonprofit or government setting, with nonprofit and grant experience preferred.
- Considerable knowledge of generally accepted accounting principles (GAAP).
- QuickBooks experience preferred.
- Proficient in Microsoft Excel and the ability to reconcile large transactional files (pivot tables experience preferred)
- Ability to recognize, analyze, and solve complex problems.
- Ability to manage multiple tasks and deadlines.
- Ability to communicate effectively verbally and in writing.

### **Compensation**

- \$20-\$25.00 per hour range

- Vacation and sick leave accrual (per applicable laws, plus accruals)
- 9 paid holidays and floating holiday
- Medical/Dental/Vision Benefits for employee and dependents. (Employer contributes 80%)
- Retirement benefit through SIMPLE IRA plan with 3% employer match
- Term Life Insurance, Short-Term Disability and Long-Term Disability Insurance, Employee Assisted Program (Employer contributes 100%)
- Voluntary Life Insurance (with optional dependent coverage for eligible employees)
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Voluntary Benefit not limited to the following: Accident Insurance, Critical Illness, Hospital Indemnity

If interested in the position, please send a resume to [PovHR@poverellohouse.org](mailto:PovHR@poverellohouse.org).

No Phone Calls Please

### **EQUAL EMPLOYMENT OPPORTUNITY**

Poverello House has a diverse workforce that is representative of the communities we serve, and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Poverello House does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Poverello House celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment