

Staff Accountant Job Description

MEALS ON WHEELS

C.C. CAFÉS

FALL PREVENTION

COMPANIONSHIP

ARTFUL AGING

CARE MANAGEMENT

01/2021

ORGANIZATION DESCRIPTION:

For more than 50 years, Meals on Wheels Diablo Region has improved the lives of vulnerable seniors living in Contra Costa County by delivering nutritious meals and wraparound services that allow seniors to remain in their homes, safely and with dignity. In addition to meal delivery, we provide exercise and fall prevention classes, home safety modifications, elder abuse prevention, case management, and more. Clients are not charged fees for any of our services. Instead, we rely on a combination of government contracts, donations, and grants.

SCOPE OF WORK:

Reporting to the Finance Director, the Staff Accountant is a full-time, non-exempt position (40 hours/week) located at 1300 Civic Drive, Walnut Creek which partners with the Revenue Accountant to provide critical finance services to the organization. This role adds value to the organization with knowledge of accounting practices, attention to detail, communication skills and teamwork to ensure accurate and timely reporting.

Note: This position is in office and remote work is unavailable due to the nature of the role.

DUTIES AND RESPONSIBILITIES:

- Process incoming mail, ensuring appropriate handling of all checks, cash, credit card payments and funder documentation for follow up in different departments
- Manage all cash transactions, including contributions to Meals on Wheels (MOW) program, private donations, and grant receipts received by mail
- Process remote bank deposits and record accounting entries in QuickBooks.
- Count and process cash received, record financial transactions, and make cash deposit in bank
- Reconcile donor revenue received to Development application
- Process semi-monthly payroll and payroll related changes using Paychex
- Other duties as needed as part of the Finance team, including coverage for colleagues and special projects that may arise
- Provides support to other teams as needed and appropriate
- Other duties as assigned

QUALIFICATIONS:

This position requires the following:

- Accounting degree or relevant work experience
- Minimum of 3 years of experience in an operational accounting role
- Ability to work independently and manage multiple work streams
- Strong communication skills. Must be able to follow detailed instructions as well as communicate and correspond in a professional manner
- Ability to collaborate and maintain excellent relationships with staff, volunteers, and partners
- Ability to adhere to systems and processes for entering, creating, storing and accessing information and documents
- Highly proficient with Microsoft Office applications including Outlook, Excel, SharePoint
- Expertise in QuickBooks strongly preferred
- Commitment to continuously learning
- Takes responsibility for assigned tasks, ask for support when needed and take work direction as required
- Experience working in a stressful environment with multiple demands
- Attention to detail, strong analytical skills, ability to solve problems
- Maintain high level of confidentiality
- Background check clearance

Position: Non-Exempt, Full-Time

Pay: up to \$28 per hour

Location: In Office – Shared space according to social distancing protocols, Walnut Creek, CA (remote work unavailable for this role)

Workweek: M-F

Hours: 40 hours per week

BENEFITS:

Full time employees (30 hours or more per week) and after 90 days are eligible for a contribution towards employee medical benefits (health, vision, and dental), a 3% matching contribution to the company 401k, 15 days of PTO accrued annually, 11 paid holidays and up to 4 Floating Holidays per fiscal year.

Meals on Wheels Diablo Region is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, citizenship status or any other category protected by applicable federal, state, or local laws.