**Job Title:** Staff Accountant  
**Job Classification:** Regular, Full Time, Non-Exempt  
**Department:** Finance/Accounting  
**Reports to:** Accounting Manager

### Company Overview

Celebrating its 50th anniversary in 2020, Berkeley Food and Housing Project (BFHP) has a clearly stated mission: *to ease and end the crisis of homelessness in our communities*. Every program in each region; Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County, supports this mission and everyone who works for or on behalf of BFHP understands and is dedicated to this mission and purpose. With programs ranging from free meal service to permanent supportive housing, BFHP provides a continuum of care to accommodate a broad spectrum of specialized needs. The Agency's mission is responsive to the constituency and communities served by it and of value to the society.

### Position Summary

The Staff Accountant manages a variety of day-to-day transactions for BFHP, including accounts payable, deposits, reconciliations, reporting, and assistance with monthly and year-end close processes. This position requires knowledge of double-entry accounting, the full accounting cycle, excellent attention to detail, strong organization and multitasking ability, analytical skill, versatility, and self-motivation.

### Essential Duties and Responsibilities

- Receive and process invoices, including verifying accuracy, assigning accounting codes, collecting approvals, and posting to accounting system.
- Process travel and expense reimbursements, ensuring compliance with policy and IRS requirements.
- Process credit card receipts and reconcile statements.
- Manage weekly check run, including selecting bills to ensure payment deadlines are met, printing checks or processing ACH payments, collecting signatures, and assembling payments for mailing.
- Analyze vendor statements, accounts payable aging report, and uncleared checks on bank statements to identify missing invoices or payments and resolve issues.
- Manage month-end close of accounts payable, proactively ensuring all recurring and outstanding transactions have been received.
- Establish and maintain vendor accounts, files, W-9 documentation, and contracts and leases
- Handle CA independent contractor reporting and annual filing of 1099s.
- Client Fees, Savings, and Temporary Financial Assistance (TFA) (30%).
- Review records of monthly payments by clients, requests for reimbursement of fees and savings, and TFA requests, ensuring accuracy and completeness of documentation.
- Reconcile accounting system data to program staff’s records of client balances.
- Process invoices, deposits, reimbursements, or TFA requests in accounting system, ensuring correct assignment to assistance program, funding type, and client record.
• Prepare documentation and deposit checks.
• Process checks and ensure correct distribution via mail or pickup by BFHP or outside agency staff.
• Prepare reports to track client balances and funds spent by the program.
• Establish and maintain vendor accounts, W-9 documentation, client fees and TFA files.
• Manage annual filing of 1099s.
• Coordinate with program or outside agency staff, as needed.
• Manage deposits, including preparation, posting in the accounting system, remote deposit or delivery to bank.
• Prepare month-end journals and reconciliations.
• Perform annual fixed asset inventory.
• Assist with the annual audit.
• Assist with preparation of adhoc reports and financial analyses.
• Participate in adhoc projects, such as process improvements and system implementations
• Handle routine correspondence and mailing.
• Maintain all accounting files; manage annual storage and destruction of files according to record retention policy.
• Order office supplies.
• Attend and participate in all meetings and trainings as assigned.
• Be responsible to other staff, clients, BFHP and its stakeholders, both for your actions and your decisions not to act.
• Conduct business in accordance with the Team Handbook, exercising sound judgment and serving the best interests of BFHP and the community.
• Commit yourself to treating each community member with respect and dignity.
• Perform other tasks as assigned by supervisor.

Qualifications, Skills and Abilities

• AA degree in Accounting and 3 years of full-cycle accounting experience, or equivalent combination of education and experience.
• Experience in a nonprofit environment, preferred.
• Working knowledge of double entry and accrual accounting as well as typical bookkeeping practices.
• Knowledge of federal requirements for 1099 reporting and employee reimbursements, or ability to quickly learn regulations.
• Experience managing high volume accounting transactions and performing reconciliations.
• Proficiency with accounting systems (Quickbooks, preferred), typical office suites (Microsoft Word and Excel, preferred), and email, internet, and calendaring applications.
• Good written and oral communication skills.
• Good listening and conflict resolution skills.
• Ability to meet deadlines and complete multiple tasks in a timely manner.
• Excellent attention to detail and ability to work in an environment with constantly changing priorities.
• Ability to work independently and as part of a team; self-motivated to follow-up and follow-through with tasks.
• Ability to handle confidential employee information with discretion and good judgment
• Excellent organizational skills; ability to manage space, files, paper, and data to ensure efficient access to documentation.
• Ability to maintain professional conduct, attitude and appearance at all times.

Special Requirements

• Must have a valid driver’s license and clean DMV record.
• Must be able to obtain background check clearance.

Physical Requirements

While performing the duties of this job, the employee is
• Regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.
• Frequently required to stand, walk, sit, climb stairs, talk, hear, and see clearly.
• May be occasionally required to stoop, kneel, or crouch.
• Must be able to lift or move up to 15 lbs.

I have received a copy of my job description and understand all of my responsibilities.

_________________________________________________________________________  ___________
Staff Signature                                          Date