

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

Company Overview

For more than 50 years, Berkeley Food & Housing Project (BFHP) has provided a comprehensive range of housing, food, and support services to help those in need move from homelessness into a safe and affordable home of their own. We serve in six counties in the bay area - Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County. We are proud of our team members who are very dedicated in our mission *to ease and end the crisis of homelessness in our communities.*

Position Summary

The Sr. Staff Accountant is responsible for various accounting functions including accounts receivable, reconciliations, financial reporting, monthly and year-end close processes, grant reconciliation and special projects. This position requires experience with full accounting cycle, excellent attention to detail, strong organization and multitasking ability, analytical skill, and ability to work under minimal supervision and exercise independent judgement.

Essential Duties and Responsibilities

- Process full cycle accounts receivable invoices.
- Work with funding agencies & Program Managers to ensure timely receipt & deposit of funds.
- Perform monthly reconciliations of all cash accounts.
- Prepare monthly and year-end journal entries; maintain proper supporting documentation and a solid audit trail.
- Complete timely month end closing of balance sheets, income statements, and cash flow statements with appropriate backup documentation and supporting schedules.
- Prepare and review monthly financial statements and analyze variances from budget and prior periods. Research any discrepancies, resolve issues and process all payments.
- Reconcile and verify accuracy of monthly balance sheet.
- Prepare and present various financial reports to Accounting Manager and Leadership team.
- Perform quarterly reconciliation of donations and inventory control.
- Responsible for making physical deposit to bank and interbank transfers as assigned.
- Assist Accounting Manager with annual financial, workers comp and other assigned audits and reports.
- Assist in preparation and reporting of annual budget.
- Maintain fixed asset inventory.
- Aids in drafting policies for new processes and procedures.
- Participate in adhoc projects, such as process improvements and system implementations.
- Attend and participate in all meetings and trainings as assigned.
- Work within the framework of BFHP's Code of Conduct.
- Perform other tasks as assigned by supervisor.

Qualifications, Skills and Abilities

- Bachelor's degree in Accounting or equivalent experience.
- 5+ years of full-cycle accounting experience. Prior experience in a nonprofit organization a plus.
- Knowledge of GAAP. Ability to understand complexities of grant contracts, particularly in the area of programmatic cost allocations and including reporting requirements and procedures related to federal, state and other related grants, cost accounting, A122/A133/OMB Super Circular.
- Experience managing high volume accounting transactions and performing reconciliations.
- Proficiency in Microsoft Office, email, internet, and calendaring applications. Experience with Quickbooks a must.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with a *can do* and flexible attitude.
- Ability to work with minimal supervision, multitask, maintain confidentiality, and meet deadlines.
- 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 and credit 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.
- May be required to lift or move up to 10 lbs.

We are extremely proud of our diverse team and welcome all qualified applicants regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.