



CENTRAL VALLEY OPPORTUNITY CENTER, INC.

JOB DESCRIPTION

POSITION: Accountant/Payroll
SUPERVISED BY: Controller
LOCATION: Winton
SALARY: \$49,920 - \$54,080 Per year. Full Time, Benefits & 401(k)
DATE POSTED: 1/06/26
APPLICATION DEADLINE: Open Until Filled

POSITION SUMMARY: Work closely with the Controller and/or Chief Fiscal Officer (CFO) to assure implementation of sound fiscal practices. This role manages the full transactional cycle and assists in maintaining the integrity of the organization's financial records.

EXAMPLES OF DUTIES:

- **Accounts Payable & Receivable:** Manage the full-cycle Accounts Payable process and oversee Accounts Receivable, including timely billing and collections.
- **Payroll Administration:** Serve as the primary coordinator for payroll processing utilizing Paycom, ensuring accurate documentation, labor allocation, and timely submissions.
- **Accounting Systems:** Utilize Financial Edge NXT (FE NXT) for data entry, preparing various journal entries needed to generate monthly Corporate Financial Statements.
- **Reconciliations:** Perform regular bank and ledger reconciliations within the accounting software to ensure data accuracy.
- **Audit Support:** Provide essential support during internal and external audits by preparing necessary schedules, gathering documentation, and helping to ensure all fiscal activities are audit-ready.
- **Financial Reporting:** Prepare various accounting and governmental reports and financial statements for review by the Chief Fiscal Officer.
- **Fiscal Support:** Assist the CFO in maintaining control of all fiscal activities through accurate documentation and appropriate follow-through.
- **Clerical:** Maintain organized filing systems and perform other clerical or administrative duties as assigned.

REQUIREMENTS:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field. Combination of education and relevant experience will be considered.
- **Experience:** Previous accounting experience or relevant internship experience, including direct experience or exposure to payroll processing.
- **Technical Skills:** Ability to use microcomputers and accounting software. Proficiency in Microsoft Excel is required.
- **Analytical Ability:** Ability to analyze fiscal data and prepare reports or recommendations for management.
- **Soft Skills:** Excellent organizational skills and the ability to work with minimum supervision under heavy workload pressures.
- **Travel:** Some travel may be required

PREFERRED:

- Familiarity with accounting procedures for State & Federally funded programs.
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A resume must be received to be considered for employment with CVOC.
EOE/At Will Employer