



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

JOB DESCRIPTION: Accountant I or II
SALARY: \$42-55K/yr. DOE, Full Time, Benefits & 401(k)
LOCATION: Winton (Merced County)
SUPERVISED BY: Chief Fiscal Officer
DATE POSTED: April 14, 2022
APPLICATION DEADLINE: Open Until Filled

POSITION SUMMARY

To provide on-going assistance in all fiscal areas in order to assure efficient department operation and timely and accurate fiscal reports to management.

EXAMPLE OF DUTIES

Accounts Receivable

- Cash (cash receipts/cash tracking).
- Monthly A/R accruals, monthly billing to system.
- Various miscellaneous billing.
- Bank run and deposits.

Payroll

- Semi-monthly payroll (ADP) – All payroll processes/reports
- Quarterly Multiple Worksheet Report.
- Monthly reconciliation report (AFLAC, 401K, insurance).
- Matching timesheets w/ vacation or LWOP and filing.
- Missing paperwork follow-up.
- Filing payroll.

Accounts Payable

- Backup A/P checks and coding

General Ledger

- Accounting journal entries
- Balance sheet analysis
- Income Statements

Other

- Grant billings.
- Balance sheet analysis.
- Count daily kitchen cash.
- Fundraising spreadsheets.
- Assist in department preparation for annual audit.
- Create and generate various ad-hoc reports as needed or required.

- Bank, grant and account reconciliation.
- Other duties as assigned

REQUIREMENTS

- Two to three years progressive accounting experience.
- Excellent PC skills (Excel, Word, Accounting).
- Valid CDL and auto insurance (insurance must allow work-related travel).
- Excellent communication skills (verbal and written).
- Self-starter/self-motivated, organizational skills.
- Excellent customer service skills.
- Ability to analyze fiscal data, prepare reports and recommendations for management.

PREFERRED

- BS in accounting or related field. Combination of formal education and experience may be considered.
- Familiarity with accounting procedures for state and federally funded programs.
- Familiarity and/or experience with non-profit accounting.

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet.
It is helpful to include your email address on your resume.

CVOC is an EOE/At-Will Employer