



# CENTRAL VALLEY OPPORTUNITY CENTER, INC.

## JOB DESCRIPTION

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POSITION:	Accountant/Payroll
SUPERVISED BY	Controller
LOCATION:	Winton
SALARY:	\$49,920 - \$54,080 Per year. Full Time, Benefits & 401(k)
DATE POSTED:	3/05/26
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