

# FAMILIES FORWARD

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**Job Title: Junior Accountant**  
**Reports to: Controller**  
**Position is: Non-Exempt, 32-36 hours**

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**Job Summary:** The Junior Accountant will contribute to the efficient and effective workings of the Finance Department by executing daily tasks with a careful attention to detail and accuracy. This role will utilize accounting knowledge, time management skills, solid communication skills and effective problem solving to ensure success.

**Basic Duties and Responsibilities:**

- Perform accounts payable duties, including processing and coding invoices, distributing checks, and resolving discrepancies with vendors in a timely manner.
- Perform donor gift and accounts receivable duties, including E-Tapestry data entry, reporting, processing cash receipts and preparing deposits.
- Prepare quarterly grant billing packages by generating billing statements and compiling supporting reports.
- Assist with month-end close journal entries and procedures.
- Participate in year-end tasks with audits and tax return.
- Maintain accounting records, such as vendor and client files, in accordance with document retention policies.
- Assist with supervision of accounting interns.
- Perform general administrative tasks such as filing and scanning.
- Participate in account reconciliations and analysis.
- Complete other tasks as assigned, including participation in special events and meetings.

**Job Qualifications:**

- Accounting/bookkeeping certification or bachelor's degree in finance, accounting, economics or a related business field.
- 1+ years of accounting and/or internship experience preferred.
- High level of accuracy with a strong attention to detail.
- Working knowledge of Excel and other Microsoft Office programs.
- Experience with Sage (Abila) accounting system a plus.
- Effective problem-solving skills and time management skills.
- Ability to work independently with minimal daily direction from manager.
- Ability to work well in a team-oriented environment.
- Excellent communication and interpersonal skills.
- Prompt and regular attendance.
- Ability to occasionally lift or carry 25 pounds.
- Valid California Driver's License and Proof of Auto Insurance.

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Please email a detailed cover letter outlining why you are a good fit for this position along with your resume to: Danielle DeBerg at [ddeberg@families-forward.org](mailto:ddeberg@families-forward.org) with Junior Accountant position in the subject line. No phone calls please.