

FAMILIES FORWARD

UNTIL EVERY FAMILY HAS A HOME

Job Title: Accounting Clerk (Temp)

Reports to: Controller

Education Requirement: Associate degree in accounting or related field preferred

Experience Required: Minimum of 2 years of accounting experience and/or equivalent experience, (ideally in the non-profit sector) and advanced Excel Skills preferred

Position is: Non-Exempt/Hourly, Part-Time – 20 to 28 hours per week

Pay Range: \$25 - \$27 per hour, depending on experience

Schedule: Flexibility Monday to Friday based on hours

Job Summary: We are seeking an organized, efficient Accounting Clerk with an eye for detail and a high level of accuracy to join our Accounting team.

Essential Job Duties and Responsibilities:

- Primary focus – Accounts Payable: maintain vendor database, process check runs, perform credit card reconciliation, enter ACH charges, and provide bank reconciliation support.
- Maintain digital historical accounting records.
- Resolve discrepancies in a timely manner.
- Participate in the Month End and Year End close.
- Aid in Grant billing, as needed.
- Assist with the annual audit requests, as needed.
- Help with annual 1099 forms.
- Protect the organization's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities.
- Perform other tasks or assist with projects as needed.
- Participate in special events related to the organization's mission.

Job Qualifications:

- Associate degree in accounting or related field.
- Must be highly detailed, organized, and accurate.
- A good understanding of GAAP.
- Advanced proficiency with Excel and other Microsoft Office applications.
- Financial Edge/Raisers Edge experience desired, but not required.
- Effective problem solving and multi-tasking skills.
- Ability to work independently with minimal daily direction from manager to accomplish objectives.
- Effective time management skills.
- Excellent communication and interpersonal skills.
- Ability to work well in a team-oriented environment.
- Prompt and regular attendance.
- Ability to occasionally lift or carry 25 pounds.
- Maintain valid California Driver's License and state mandated vehicle insurance.

Benefits:

Families Forward is committed to offering competitive compensation, full benefits, and professional development opportunities for our employees. Our benefits package includes medical, dental, and vision; flexible spending account; life insurance; 403B retirement plan; generous time off including paid holidays, vacation, sick time; phone or phone stipend; and a variety of other benefits to support our employees.

This 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 submit resume to Marissa Hall, Director of Operations, at mhall@families-forward.org. No phone calls please.