

**THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES**  
**ACCOUNTING MANAGER**

**POSITION OVERVIEW:**

The Accounting Manager is a key part of the Finance team with responsibility for supporting the financial operations and reporting needs of the organization. This full-time position reports to the Director of Finance and works closely with the Finance Team to record accurate transactions in the general ledger and ensure proper financial reporting in compliance with policies, accounting principles, and grant requirements. The Accounting Manager prepares routine accounts receivable and accounts payable transactions, reconciles general ledger accounts, and prepares financial reports.

**KEY RESPONSIBILITIES:**

- Meets all confidential requirements regarding the management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Possesses a clear understanding, knowledge of and complies with nonprofit accounting policies and procedures.
- Ability and commitment to translate financial information to ensure it is accessible to non-finance colleagues.
- Strategically organizes workload throughout the day to meet Finance Department timelines and deadlines.
- Supports the mission, the vision and goals of MECCA and attends meetings and trainings as requested.

**POSITION FUNCTIONS:**

- Maintains financial records and systems on Quickbooks.
- Responsible for daily activities related accounts payable to ensure weekly cash disbursements and accounts receivable to ensure the processing of charges and the receipt and posting of payments.
- Organizes, reviews and enters bills and tracks expenses by account, program and funding source.
- Processes payroll and associated benefits verifying employees' work hours and payment through the payroll system, issuing deductions and other statements to employees.
- Arranges for annual inventory of fixed assets and conducts physical inventory of fixed assets to update schedule
- Prepares bank reconciliations and balance sheet analysis to ensure accuracy and reliability of such balances.
- Assists the Finance Department with coordination and preparation for financial audits of the organization, preparation of financial information for grant applications and reports as needed.
- Assists management to develop program and organizational budgets and updates them as necessary.
- Meets regularly with program staff to review budgets, determine projections and compile cost reports.
- Assists the Finance Department to generate monthly financial statements and other financial analysis ensuring their accuracy, reliability and timeliness.
- Assists the Finance Department with tax compliance and timely filing of tax returns.
- Maintain and assist with recurring financial reports for a variety of internal and external users as needed.
- Reports to leadership on systems and procedure challenges to enhance timely and efficient workflow.
- Assists the Collaborative in establishing organizational policies and procedures.
- Assists the Finance Department with special projects, updates records regularly and other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Three years' experience in accounting or related field, preferably in nonprofit accounting with federal and County grant experience required with Bachelor's degree in Accounting a plus
- Proficiency with Microsoft Office, Microsoft Excel and especially QuickBooks required.
- Strong oral and written communication skills with good interpersonal and organizational skills.
- Demonstrated knowledge and sensitivity to ethnic issues as they relate to behavioral health.
- Must pass criminal background check, possess valid CA Driver's License, acceptable driving record and insurance.

**COMPENSATION:** \$26/hour - \$29.75/hour based on experience plus benefits.

*MECCA is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, religion, gender, age, physical disability, and sexual orientation.  
MECCA complies with all EEO and ADA guidelines.*

**For consideration submit your Resume and Cover Letter to [humanresources@ocmecca.org](mailto:humanresources@ocmecca.org)**