Position Title: Staff Accountant
Supervisor: Director of Finance

Full-time: This is a hybrid position, with a minimum of 2 days in the office located in Santa Ana, CA.

Positions Available: One

Purpose of Position: To fully support the Director of Finance in all related accounting matters.

Regular or Temporary: Regular

Primary Responsibilities

Financial
- Process Accounts Payable on a weekly basis, procure, research and follow for POs and proper back up and allocation. Request appropriate support documentation for all AP’s, record and prepare for payment.
- Processing all financial transactions using QuickBooks Online.
- Support DOF during annual audit and 990 Tax Form preparation
- Support payroll and reconcile employee benefits. Serve as a back up to process semi-monthly payroll via ADP for 35 employees.
- Prepare Monthly and year-end reports, support compliance with generally accepted accounting principles and organization’s financial policies and procedures.
- Assist with monthly cash flow and financial reports for Finance Committee
- Assist in preparing the annual budget
- Ensure requests for financial information by staff and directors are answered and communicated in a timely manner
- Maintain and monitor, all pledges, billings, and receipts
- Record all revenue and expense transactions
- Monitor all bank accounts and credit card accounts,
- Reconcile all benefits accounts against ADP
- Reconcile all permanent accounts in a monthly basis
- Reconcile contributions against donors’ database – E-tapestry vs QuickBooks
- Monitor expenses for grants and allocate appropriately

Additional Responsibilities:
- Perform other accounting duties as assigned by the Director of Finance
- Support HR by reviewing payroll and reconcile all benefits accounts in a semi-monthly basis
- Ad Hoc Reports to include but not limited to accrued, prepaid expenses

Qualifications
- Bachelor’s degree in accounting; 2+ years’ experience desired
- Must be very familiar with QuickBooks Online; Recent 2+ years’ experience a must
- Familiar with ADP or any other payroll system
- Experience reconciling credit cards expenses
- Experience in the nonprofit environment preferred

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- Excellent computer skills and proficient in Excel, Word, Outlook
- Knowledge of donor database program applications, such as E-Tapestry
- Excellent communication skills both verbal and written, interpersonal skills and a collaborative work style with the ability to work in a dynamic environment
- A commitment to high professional ethical standards in a diverse workplace
- Excel at operating in a fast pace, team-oriented environment
- Non-profit experience a plus

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear
- Employee is required to sit, sometimes for a few hours at a time
- Must be able to lift and/or move 25 lbs
- Must have a reliable transportation to commute to office

Benefits:

- Paid vacation, sick time, and holidays
- Medical benefits offered, 85% employer contribution
- Dental and Vision covered 100% by employer
- 401(k) – up to 3% matching

Hourly Wage: $30.00-$32.00

Please send cover letter and resume to: humanresources@girlsinc-oc.org

No phone calls, please.

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