



Accounts Payable Accountant, Part Time

We are currently seeking a part time, 30 hours/week AP Accountant to join our Finance team. Working out of STAND!'s Concord location, the successful candidate will be committed to the organization's mission, possess a strong team orientation, have excellent collaboration skills, and be detail-oriented and a skilled problem-solver.

The AP Accountant is responsible for performing a variety of accounting functions including processing accounts payable. Broad knowledge of GAAP, accounting functions and responsibilities is required. Previous experience using fund accounting software in a complex, multi-funder non-profit agency is strongly preferred.

The AP Accountant's primary duties include:

1. Process vendor invoices, create AP batches for director's review. Select invoices for payment based on established AP payments schedule. Cut checks and obtain signatures. Manage positive pay process.
2. Prepare new vendor information profile for Director to approve and add to MIP (STAND!'s fund accounting software).
3. Maintain AP records in soft and hard copy form.
4. Reconcile and process payments to employees for mileage, expense reimbursements etc.
5. Allocate expenses using MIP.
6. Compliance responsibilities including the annual issue of Form 1099 to independent contractors, preparation of Form 1096, and preparation of Welfare Exemption application.
7. Maintain and reconcile all assigned balance sheet accounts.
8. Where needed, identify and prepare journal entries for review and posting by the Director to correct balances. Enter journal vouchers that have been identified and prepared by the Director.
9. Calculate and process employees' contributions and employer match to the agency's retirement plan, upload payment to retirement company. Process payments to plan administrators.
10. Prepare employee censuses as required (retirement plan, cafeteria plan, EDD etc.).
11. Monitor and maintain control of all donated gift cards. Issue cards and records their use.
12. Monitor and maintain control of all petty cash funds throughout the agency.
13. Prepare assigned items for annual audit process.

Required Qualifications for this role:

1. B.A., B.S. or higher Degree in Accounting, Finance or Business Administration or equivalent accounting work experience
2. Demonstrable understanding of GAAP, accounting functions and responsibilities
3. Proficiency in creating and updating spreadsheets that utilize advanced Excel features (pivot tables, v-lookup, linked worksheets, filtering, etc.)
4. Proficiency in MIP Fund Accounting Software, Word, computerized general ledger, and payroll systems.
5. Experience using fund accounting software in a complex, multi-funder agency; ability to research transactions and develop reports.
6. Excellent attention to detail, accuracy, and timeliness, thorough documentation, and ability to understand and follow instructions.
7. Organized and efficient work and prioritizing skills
8. Collaborative team member

We consider the following as basic requirements for employment with us:

- Proficiency in computer skills, especially using Outlook, Word, and customized databases.
- Ability to work with people from diverse backgrounds.
- Commitment to maintain shelter-site and client confidentiality.
- Understanding of the Agency's mission and ability to maintain appropriate boundaries in all circumstances.

- Reliable vehicle, valid California driver's license, clean driving record, and proof of insurance. (MVR will be run prior to hire and periodically thereafter)

Employment with STAND! is contingent upon clear fingerprint, criminal history check, clear MVR, and successfully completing U.S. Department of Justice Form I9. Continued employment is contingent upon successful completion of the Agency's mission-related required training. Experience working with government grants and contracts is strongly preferred.

COVID-19

STAND! has developed a robust COVID-specific Illness Prevention Plan and recently mandated that all employees are fully vaccinated against COVID or have an approved exemption.

Mission, values, and culture

[STAND! For Families Free of Violence](#) was born from the equal rights movement of the last century; specifically, from the strand of that movement that sought to eradicate violence against women. We are an organization that provides social services while participating in the larger activities of moving the dial on social justice. Successful candidates for all our positions will be eager to participate in social justice work including the interruption of structural inequities. We are a values-led organization, and our employees are committed to our values of integrity, passion, compassion, safety, accountability, innovation, and collaboration; and eager to create and participate in a work culture of inclusion, interpersonal kindness, and accountability.

We offer:

- The opportunity to make a difference in our communities
- A learning environment
- Hourly rate: \$29.00 - \$31.00 an hour DOQ/DOE. Eligible for our generous benefits package which includes medical, dental, vision, life and AD&D insurance, voluntary acupuncture and chiropractic insurance, 403(B) plan (limited employer match after one year's service); and to earn vacation, sick leave and holiday pro rata.

To apply:

Apply by emailing your cover letter, resume and the names of three supervisory references to resume@standffov.org Please put "AP Accountant" in the subject line of your email and state your desired schedule in your cover letter.

STAND! For Families Free of Violence is an Equal Opportunity Employer committed to staff diversity. We welcome qualified persons of all backgrounds to apply.

Posted: 03/23/22