



California Fire Safe Council
ACCOUNTING SPECIALIST
SALARY RANGE: \$62,385-\$74,056

Job Description:

The Accounting Specialist provides the fiscal processing support functions for the CFSC. Under general supervision, the Accounting Specialist works within the finance team to facilitate cost tracking, payroll coordination, invoice, expense statements, grant cost reporting, and general purchasing. Assists with the analysis of project budgets and funding requirements for new projects. Manages all billable time records, invoices, and accounting for the project and grant activities. In addition, the Accounting Specialist may assist the Finance Specialist by monitoring the organization's insurance portfolio, provides support to the Grants Clearinghouse, operates financial planning tools/reports, assists in the annual audit process, and assists the Admin/Business Officer with various financial reports required by funders and requested by the Board of Directors. This position is charged with some project management, contract management, fiscal accountability, and ensuring the continuity of business.

This position reports to the Administrative/Business Officer. The work location preferred to be at the Sacramento office with some telework capability. This position should have a working knowledge of all other positions to provide support as needed.

Duties:

- Develop and maintain positive working relationships with CFSC staff and board of directors, independent accountant and audit firm, local Fire Safe Councils, grantees, funding agencies, and other organizations.
- Communications and consensus building among all the stakeholders.
- Assist in the preparation of the annual CFSC budget.
- Ensure the IDC rate is compliant with established standards.
- Receive invoices and allocate expenses to appropriate grant or administration account per the chart of accounts.
- Pay all invoices in a timely manner in consultation with the independent accountant.
- Coordinate/oversee payroll data changes and payroll processing.
- Calculate employees' time percentages for all work and allocate proper amounts to appropriate grant or administration account per the chart of accounts.
- Coordinate with the independent accountant(s) regarding the organization's accounting activities.
- Prepare quarterly and program reports to federal, state, and private funders.
- Maintain CFSC business filings (State of CA, SAM, Sac County, DUNS).
- Provide accurate payroll information for the Workers Compensation audit each year.
- Manage and maintain the WF ACH database.
- Process sub-grantee payment: verifying each payment may be made, setting up the wire transmission of funds, noting payment history in the Payment Tracking system; and keep Grant Specialists and Executive Director informed of the status of the payment process.
- Manage Employee EARs.
- Administer Credit Card Program.
- Manage employee expense reports and credit card reports.

- Perform periodic review of grantee reports and documentation to test compliance with grant regulations.
- Coordinate with funders and CPA on the financial closeout of grants.
- Assist with procurement of large purchases when quotes are required.
- Maintain financial files, including, but not limited to, copies of invoices, bank statements, employee activity reports, and grant reports.
- Maintain confidentiality regarding organizational and sub-grantee activities.
- Conduct records management and maintains retention schedule.
- Receive, book, and submit for payment all invoices.
- Assists in the preparation of grant monitoring reports.
- Perform other duties as assigned by the Admin/Business Officer.

Qualifications:

- Ability to develop and maintain positive working relationships
- Strong work ethic with the ability to work without close supervision and meet deadlines.
- Knowledge of basic accounting principles and practices.
- Strong computer skills, including Microsoft Office Suite and financial accounting software.
- Strong verbal and written communication skills.
- Extremely detail oriented.
- Experience in developing, managing, and monthly variance reporting for both program and organizational budgets.
- Training and/or experience in creating and maintaining intranet systems and databases.
- Understanding of state and federal grant regulations and requirements.
- Training and/or experience with analyzing data and information for statistical use.
- Intermediate accounting or finance skills.
- Intermediate math, record keeping, and database management.
- Standard business correspondence formatting.
- Two-years of work experience or greater in accounting, business, finance.
- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites; strength to lift and carry materials weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.
- Must be available for out-of-town monitoring visits, meetings, and other events. Evening and weekend work required on occasion.

Preferred Experience:

- Training and/or experience in financial and accounting disciplines.
- Understanding of internal and external financial requirements of nonprofit organizations.

California Fire Safe Council complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities unless such accommodation would cause an undue hardship. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.

To Apply: Please submit a resume and cover letter to careers@cafiresafecouncil.org. For more information: <https://cafiresafecouncil.org/about-us/careers/>.