

# SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

## JOB ANNOUNCEMENT

### **Accountant**

#### **Summary**

We are looking for an Accountant to assist with the tasks of our accounting department's daily operations. You will work closely with a team of other accountants, fiscal staff and other personnel members as necessary. Daily duties will include the performance of various financial functions, including processing government-funded contract expense billings and preparing revenue invoices; conducting accounting transaction analysis; reconciling financial, bank and credit card transaction statements/accounts; processing journal entries and responding to fiscal monitoring and auditing requests as necessary. Our ideal candidate has great time-management skills; strong analytical skills and is able to create detailed financial reports and forecasts. To succeed in this role, you must also have a problem-solving attitude, good PC skills, especially in MS Excel; be able to demonstrate dependability, promptness, punctuality, professionalism, and work well under pressure while managing multiple tasks and projects in a timely manner. Ultimately, this person must be able to contribute to the accuracy and efficiency of our financial management and bring more organization to our day-to-day functions and department.

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.*

#### **Compensation**

This is a full-time position (40 hours/week) paying a starting hourly wage of \$28.18 or commensurate with experience. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% employer covered medical cost, sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period (60 days for benefits).

#### **Minimum Qualifications**

Must have graduated from an accredited college or university with bachelor's degree in accounting, business, and/or finance. Knowledge of government award cost principles, allowable cost allocation methods, government funded contract compliance, non-profit financial statements, Generally Accepted Accounting Principles (GAAP), and governmental / non-profit grant accounting practices, terminology, and procedures. Knowledge and skills should also include accounting concepts sufficient to analyze, interpret and prepare accurate financial information, records and reports. Must have a minimum of three years of accounting work experience at the level of a Senior Accounting Clerk or above or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties. Direct experience as an Accountant is preferred and education may be substituted by experience on a year-for-year basis. Must be able to successfully pass background and reference clearances and have a valid driver's license, reliable transportation and current vehicle insurance.

**Essential Duties and Responsibilities:** Under the direction of the Finance Manager, the Accountant I duties include, but are not limited to the following:

Daily completion of administrative accounting tasks related to:

- Analyze, balance, and compile monthly and quarterly invoices, reports, and budgets for Federal, State, County, City and Local government program funding
- Reconcile administrative and program revenues and expenses

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- Prepare budgets, budget vs. billing reports and forecast expenses and revenues
- Conduct month-end and year-end closing processes
- Participate in annual audits, funder monitoring visits and requests
- Assist with the preparation of monthly bank reconciliation of multiple bank accounts and weekly analysis of bank transactions, cash availability if/as needed
- Verify and compile weekly accounts payable requisition batch for check issuance if/as needed
- Calculate, create, and enter journal entries to properly account for costs and adjustments
- Perform extensive data entry and information retrieval from Microsoft Excel, Intuit QuickBooks and Paylocity payroll software accounting systems.
- Organize and maintain accurate accounting records, transactions, and backup documentation
- Respond to inquiries and communicate with subcontractors, funding agencies, participants, and other external partners
- Conduct in person and desk monitoring visits and review accounting methods, billings, and contract compliance of subcontractors as necessary
- Directly assist Fiscal Manager and Fiscal Team with special projects, inquiries, and communications as assigned
- Professionally communicate with and create fiscal analysis reports for non-fiscal staff and program partners for proper fiscal and program management of funding contract
- When needed, process accounts payable requisitions, follow-up on accounts receivable billings, review and process payroll data, create detailed budgets from contracted funding agreements and forecasting expenses, revenues and fiscal areas of concerns.

## Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, **must be able to work well under stress** and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.

## How to Apply

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*