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**Job Title:** Accountant I  
**Program/Dept.:** Finance  
**Classification:** Regular, Part-Time/Non-Exempt  
**Salary:** \$18.00-\$20.00/Hourly  
**Reports to:** Chief Financial Officer/Chief Development Officer  
**Location:** 1725 N Fine Ave, Fresno, CA 93727  
**Date:** January 10, 2023

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## 1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 29+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Encourage, and Cultivate. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

## 2. THE POSITION:

Reporting to the Chief Financial Officer, the Accountant assists in the accounting operations, with functional responsibility for accounting, accounts payable, accounts receivables, payroll, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risks, enhance the accuracy of the company’s reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP); adhere to grants management standards; and produce flawless audits. The Accountant will coordinate his/her duties with another Accountant and the Accounting Clerks and other related personnel.

## 3. ESSENTIAL FUNCTIONS

### 3.1. General Accounting Duties:

- 3.1.1. Provide leadership to finance and accounting areas of the organization.
- 3.1.2. Provide useful financial insights to help make better decisions about formulating and executing strategy, and provide guidance and analysis to the Chief Financial Officer to improve results.
- 3.1.3. Maintain system of accounts and keep books and records on all transactions and assets.
- 3.1.4. Maintain control of the following areas: general ledger, accounts payable, accounts receivables, expense reports, billing, and payroll.
- 3.1.5. Administer US-based payroll using various tools and partnering with ADP payroll company to deliver flawless payments.
- 3.1.6. Administer QuickBooks to deliver flawless accounting.
- 3.1.7. Oversee maintenance of financial files.
- 3.1.8. Assist in the management of grants reporting, development, contracts, compliance, and reconciliation.
- 3.1.9. Monitor compliance with laws, policies, and accounting policies.
- 3.1.10. Act as a liaison between the organization and external third parties
- 3.1.11. Assist in developing, reviewing, and analyzing grants, contracts, and proposals for fiscal soundness and adherence to generally accepted accounting principles and TFC policies.

### 3.2. Transactional Accounting Duties:

- 3.2.1. Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- 3.2.2. Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: payroll, accounts payable, accounts receivables, revenue and expenses, fixed assets, cash, bank reconciliations, and allocations.



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- 3.2.3. Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
  - 3.2.4. Maintain an orderly accounting filing system.
  - 3.2.5. Analyze and resolve problems presented by subordinates, staff, or funding agencies that are complex or sensitive in nature.
  - 3.2.6. Communicate fiscal status of assigned programs with program staff, such as with budgets and actuals reports.
  - 3.2.7. Develop or review cost allocations for reasonableness and consistency.
  - 3.2.8. Ensure the accuracy of transactions entered into the accounting system.
  - 3.2.9. Ensure all reporting deadlines are achieved.
  - 3.2.10. Monitor assigned general ledger activity areas for accuracy and appropriateness.
  - 3.2.11. Prepare and/or review billing for accuracy, completeness, and conformance to policy.

**3.3. Reporting Responsibilities:**

- 3.3.1. Assist in coordinating the preparation of the draft audited financial statements and all tax returns.
- 3.3.2. Coordinate the preparation of financial information in the annual report.
- 3.3.3. Generate monthly board financials and ensure all financials are accounted for and balanced

**3.4. Quality Assurance Duties:**

- 3.4.1. Prepare and assist with developing audit schedules for the annual audit.
- 3.4.2. Gather 990 and 990T information for the annual tax return.
- 3.4.3. Monitor the accuracy of transactions entered into the accounting system.
- 3.4.4. Reconciliation of various accounts/statements/accounting modules to the general ledger, as assigned.
- 3.4.5. Develop strong relationships with program managers and directors to help coordinate and monitor financial budget according to approved budget guidelines.
- 3.4.6. Maintain general ledger in order to complete and submit accurate financial data during month-end process according to predetermined deadlines.
- 3.4.7. Develop and communicate variance issues to supervisors/managers of all programs.
- 3.4.8. Assist in completing and compiling financial support documentation for budget and external audit purposes.
- 3.4.9. Perform other related duties, as assigned

**4. MINIMUM QUALIFICATIONS:**

- 4.1. QuickBooks experience preferred.
- 4.2. Microsoft Outlook and Microsoft Excel experience preferred.
- 4.3. ADP payroll experience preferred.
- 4.4. Critical thinking and problem solving.
- 4.5. Customer service experience is a plus
- 4.6. Maintain a valid California driver's license, reliable transportation, and adequate auto insurance as required by state law.

**5. COMPETENCY:**

- 5.1. Proactive, hands-on Accountant who will own, in partnership with the Chief Financial Officer responsibility for the Finance Department.
- 5.2. Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- 5.3. Understand the basic GAAP and accounting procedures.
- 5.4. Understand budgets and actuals, A/R, A/P, payroll, and cost allocations.
- 5.5. Effective communication skills, both oral and written.
- 5.6. Ability to demonstrate independent judgement with limited supervision
- 5.7. Proficient in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, Teams, and more) and related business software.
- 5.8. Ability to keep information confidential.
- 5.9. Recognize and value personal and cultural differences.
- 5.10. Courteous, professional manner, strong customer service skills.
- 5.11. Ability to adapt to various environments.



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- 5.12. Strong leadership skills,
  - 5.13. Ability to inspire others,
  - 5.14. Ability to maintain motivation to achieve goals while dealing with challenges.

**6. SUPERVISORY RESPONSIBILITIES:**

This position has no direct report and level of supervisory.

**7. PERSONAL QUALITIES:**

- 7.1. Accountable
- 7.2. Diligent and organized
- 7.3. Ethical and loyal
- 7.4. Punctual
- 7.5. Flexible
- 7.6. Problem-solver
- 7.7. Creative
- 7.8. Honest

**8. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**9. TYPICAL WORKING CONDITIONS:**

The office setting is a normal environment. Occasionally work during early morning, evening, or weekend. May be subject to temperature variances in the office. The noise level in the work environment is usually moderate but may come excessively loud with the increased patient flow during a busy day.

**10. TYPICAL PHYSICAL DEMANDS.**

Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**11. POSITION TYPE AND EXPECTED HOURS OF WORK:**

This a part-time position with typical work hours 8 am to 5 pm, Monday to Friday and weekends and overtime as needed.

**12. TRAVEL:**

This position may require some traveling as needed.

**13. REQUIRED EDUCATION AND EXPERIENCE:**

- 13.1. Bachelor's degree in Business Administration, Accounting, Finance, or related field.
- 13.2. 1-2 years of increasing responsibility in accounting experience preferred
- 13.3. 3-4 years of experience is a plus

**14. PREFERRED EDUCATION AND EXPERIENCE:**

- 14.1. QuickBooks experience preferred.
- 14.2. Microsoft Outlook and Microsoft Excel experience preferred.
- 14.3. ADP payroll experience preferred.



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**15. ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

15.1. Knowledgeable of financial and accounting principles and practices (with preference in grant reporting and related governmental regulations) and procedures.

15.2. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management

**16. BENEFITS:**

None

**CLOSING DATE: March 10, 2023 @ 5:00 pm**

To apply please submit a cover letter, attention to Kellie Charfauros, resume, and three references, with in the subject line Accountant I and email to [kellie.charfauros@fresnocenter.org](mailto:kellie.charfauros@fresnocenter.org). The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.