

## **JOB ANNOUNCEMENT**

**Job Title:** Staff Accountant  
**Department:** Finance  
**Reports To:** Senior Staff Accountant  
**Status:** Non-Exempt - Full Time  
**Primary Office:** Aptos Office/Home during Shelter in Place  
**Salary:** \$50,000 - \$65,000 commensurate with experience

### **JOB SUMMARY:**

Maintain organizational and program financial record keeping, including general ledger bookkeeping, accounts receivable, accounts payable, financial reporting and audit preparation. Provide information and reports as needed to the Senior Accountant.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Accounts Payable** – Receive all invoices, code to proper expense and job, enter into Bill.com, notify Senior Accountant that invoices are ready to be paid. Communicate with vendors if any discrepancies occur and resolve.
- **Accounts Receivable** – Post all loan payments and assist reconciling balances with the loan department.
- **Bank Deposits** – Make deposits on a weekly basis and store copies of loan fund checks.
- **Bank Reconciliations** – Assist with reconciliation of all bank statements, scan and file.
- **End of Month Entries** – Include but not limited to: expense prepaids, interest and depreciation entries and schedules. Ensure all expenses that apply to the month are posted.
- **Compliance Calendar** - Maintain monthly compliance calendar for interest payments, funder reporting, and government compliance.
- **Invoicing** – Assist with invoicing all grants on a quarterly or monthly basis.
- **Audit** – Assist with preparation for yearly audit.
- **Contractors** – Maintain W-9s for all contractors and contracts for all consultants/contractors. Prepare 1099's and 1096 for review.
- **Documentation** - Ensure all documentation is filed within accounting department requirements and made available to staff as needed for key organizational documents.
- **Perform** all reasonable duties as assigned.

### **ORGANIZATION EXPECTATIONS OF EMPLOYEE**

- Outline and execute individual performance goals aligned to FarmLink strategic plan.
- Adhere to FarmLink policies and procedures.
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude.
- Communicate regularly with supervisor.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Consistently report to work on time prepared to perform duties of position.
- Meet productivity standards set with supervisor.
- Continually assess organizational resources, processes, systems and services to increase operational efficiency / effectiveness.

## **QUALIFICATION STANDARDS**

- Excellent financial system management experience including QuickBooks and Excel
- Strong demonstrated success managing a nonprofit organization's bookkeeping using Quickbooks
- At least two years of non-profit financial experience and five years of accounting experience managing and closing books on a monthly basis
- Excellent interpersonal skills, comfortable working with people of varied cultural backgrounds and English as second language users
- Ability to write and edit effectively
- Ability to communicate the written and spoken work with tact, diplomacy, and/or authority when necessary
- Good organizational skills, well disciplined, and able to meet deadlines, self starter
- Ability to work under pressure with many priorities and deadlines; effective problem solver
- Minimum BS in Accounting (or equivalent experience), Business Administration, Finance or other related field

### **Physical Requirements:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; and climb stairs.

Specific vision abilities required include ability to read printed materials and computer monitors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

California FarmLink offers a generous benefits plan, including health insurance after 60 days, employer contribution to a 403b retirement plan, paid vacation, and a family-friendly and flexible work environment. California FarmLink maintains a drug-free workplace and is an equal opportunity employer.

**How To Apply** Please email a thoughtful cover letter explaining your interest in the position and organization with resume to: [info@cafarmlink.org](mailto:info@cafarmlink.org). No phone calls please.

**Who We Are** California FarmLink is a statewide nonprofit whose mission is to link independent farmers and ranchers with the land and financing they need for a sustainable future. For more info: [www.cafarmlink.org](http://www.cafarmlink.org)