



## **ACCOUNTING MANAGER**

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### **FIRST 5 ALAMEDA COUNTY**

First 5 Alameda County (F5AC)'s vision is that every child in Alameda County will have optimal health, development and well-being to reach his or her greatest potential. Our primary goals are to ensure that children are ready for kindergarten-third grade success and are free from abuse and neglect. Please see our website: [www.first5alameda.org](http://www.first5alameda.org) for our Strategic Plan and reports on the impact of our work.

### **DEFINITION**

The Accounting Manager is responsible for providing professional level technical and operational support to the finance functions of the agency, including, but not limited to, bookkeeping, general ledger maintenance, banking, investments, payables, payroll and auditing.

This part-time (20 hours/week), non-exempt position reports to the Financial Controller, and is classified in the Manager level.

**DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Nonessential functions are designated NE. Other duties may be assigned.

- Independently performs bookkeeping functions: originates and posts journal entries from sources of prime entry, prepares closing and adjusting entries at fiscal year-end, maintains chart of accounts, prepares depreciation and fixed asset schedules, ensures correct coding of revenues and expenditures, prepares analysis of account variances for review by the Financial Controller
- Prepares monthly bank reconciliations
- Prepares journal entries for accounting and investments
- Performs analysis of various accounts, prepares reports as needed
- Maintains Excel spreadsheet of investment activity by fund manager
- Supports the annual audit process by preparing various accounting work papers, documents, and records for review
- Assists in the fiscal closing process, including account analysis, journal entries, revenue and expense accruals and other adjustments as needed
- Serves as the primary back-up to payroll and accounts payable processes
- May be assigned to manage or participate in special projects related to finance or accounting (NE)

### **MINIMUM QUALIFICATIONS**

#### **Education**

Bachelor degree in accounting, finance, business or a related field

**And**

**Experience**

Minimum three years full-time progressively responsible finance or fund accounting experience. Strongly prefer experience in a public agency, and some experience with payroll and/or accounts payable processing.

**KNOWLEDGE AND ABILITIES**

**Knowledge of**

- Principles and practices of generally accepted accounting principles; strongly prefer knowledge of practices for municipal governments
- Principles of municipal investment accounting
- Internal control mechanisms
- Familiarity with common accounting software, prefer knowledge of MIP Sage
- General knowledge of payroll processing, prefer knowledge of Ceridian payroll software
- Processes and procedures for accounts payable and 1099 preparation
- Principles of public administration
- Principles of research and report preparation
- Proficiency in Microsoft Office Suite, including advanced level Excel, and use of the internet for research

**Ability to**

- Establish and maintain effective, collaborative working relationships with a wide range of professionals including, but not limited to, F5AC staff and financial institutions
- Organize and implement a variety of financial operations
- Complete complex financial calculations accurately and demonstrate attention to detail
- Verify the accuracy of accounting, banking, investment, payroll and financial data
- Think proactively, anticipate and identify problems, gather information/data to analyze situations, and develop effective recommendations and solutions
- Exercise sound judgment within generally established policies and procedures to select appropriate strategies and make and carry out effective decisions
- Communicate clearly and effectively, orally and in writing, including the ability to write reports
- Read, analyze and interpret common professional publications; policy documents; financial statements, reports, transactions, and records; and related business documents and information
- Demonstrate initiative and work independently with little supervision
- Plan and organize work to ensure organizational and finance goals are achieved
- Meet attendance requirements of the position, be punctual and timely in meeting all requirements for work performance
- Adapt, with minimal or no advance notice, to changes in agency operations and work assignments or procedures

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

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

- Mobility to work in a standard office environment and attend off-site meetings; mobility and manual dexterity to use standard office equipment and handle documents; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone
- May occasionally lift and/or move heavy (up to 25 pounds) items such as furniture and boxes
- The primary work environment is a normal office setting. The noise level is usually moderate.

## **SALARY**

\$27,500 (\$26.44/hour, 20 hours per week) to start, plus excellent benefits (pro-rated for part-time status)

## **HOW TO APPLY**

Please send a cover letter and your resume to [humanresources@first5alameda.org](mailto:humanresources@first5alameda.org) or mail to:

Shandra Sheard  
First 5 Alameda County  
1115 Atlantic Avenue  
Alameda, CA 94501

## **APPLICATION PERIOD**

Open until filled. Priority consideration will be given to applications received by October 15, 2013.

## ***Equal Opportunity Employment***

*First 5 Alameda County is an equal opportunity employer. Women, ethnic and racial minorities and persons with disabilities are encouraged to apply.*

*It is the policy of First 5 Alameda County to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion (including religious dress or grooming), sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ethnicity, age, physical or mental disabilities, color, marital status, sexual orientation, gender identity or expression, genetic information, medical condition, exercise of rights under the Pregnancy Disability Leave Law or the California Family Rights Act, or any other basis protected by law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including recruitment, hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.*