

Account Clerk
Based out of CALCASA's Sacramento office

ABOUT CALCASA

The California Coalition Against Sexual Assault (CALCASA) is a California-based, national nonprofit organization with a mission to provide leadership, vision, and resources to rape crisis centers, individuals, and other entities committed to ending sexual violence. CALCASA operates under an assumption that sexual violence is preventable. Our values and guiding principles are rooted in justice, being transformative and fearless, honoring culturally diverse perspectives and experiences and a belief in collective power – we are stronger working together.

PURPOSE OF POSITION

Under the direction of the Administrative Manager, the Account Clerk is primarily responsible for supporting the accounting/financial functions of the organization. This position is responsible for providing support to the Accountant as well as CALCASA's Management Team. This position will perform various accounting and clerical duties, specializing in accounts payable, accounts receivable, credit card reconciliation and other duties as assigned. The ideal candidate will have a proven track record of attention to detail, a comfort with numbers, and a passion for strict adherence to process. This is a part-time, non-exempt (50% FTE working 20 hours per week), position located in our Sacramento office.

ESSENTIAL DUTES

- Process accounts payable and receivable in Quick Books (QB)
- Reconcile invoices and cash deposits
- Check company credit card expense reports for accuracy on a monthly basis
- Track and follow up on aged receivables
- Process and maintain spreadsheets in Excel
- Enter cash receipts
- Maintain Grant files to ensure current documentation is in place
- Maintain vendor contracts and fee for service agreements to ensure payments match contract/agreement and a W9 is on file for each vendor
- Process invoices for all sub-recipient grantees and ensure accuracy of all documentation
- Maintain and ensure that all sub-recipient compliance documents are complete and in order
- Audit timesheets/leave forms for payroll
- Track use tax monthly and post to general ledger
- Check for accuracy in figures, postings and reports
- Assist with special accounting projects
- Other duties as assigned

QUALIFICATIONS

- Minimum 2-5 years experience in an accounting or bookkeeping position with an emphasis on accounts payable, payroll and allocations
- Knowledge of non-profit accounting operations preferred
- Competency in QuickBooks and Microsoft applications, including Excel and Word
- Knowledge of various office machines such as 10-key, copier, phone system & postage meter machine
- Excellent verbal and written communication skills
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow
- Experience in creating, managing and maintaining accurate and organized filing systems (both electronic and physical files).
- Strong interpersonal and professional skills; ability to work effectively in a diverse work setting and provide a high level of customer service
- Ability to multitask and prioritize tasks and take direction well from management team
- Good judgment, with the ability to make timely and sound decisions
- Willingness to work enthusiastically and patiently within fast-paced environment
- Demonstrates initiative and self-motivation
- Must be detail-oriented with excellent organizational skills and ability to maintain confidential and sensitive information
- Ability to lift 40 lbs. in order to move equipment, boxes of paper, supplies, etc. Physical demands are typical for an office environment including sitting, stooping/kneeling and reaching.
- Accept and abide by the mission and philosophy of CALCASA

CALCASA makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.

CALCASA is an Equal Opportunity Employer

Position open until filled. Please submit cover letter, resume and three references to jobs@calcasa.org

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