



The Society of St. Vincent de Paul

of Contra Costa County

JOB ANNOUNCEMENT

Position Title: Accounting Manager

Supervisor: Executive Director

Description: The Accounting Manager is responsible for the management of financial operations of the District Council of St. Vincent de Paul including the areas of accounting, finance, budgeting, reporting, cash management, investment management and payroll.

The Accounting Manager is also responsible for Human Resources including functional responsibility over benefits and compensation, performance management, and company policies. This position reports to the Executive Director.

Essential Duties and Responsibilities:

Finance and Accounting Leadership

- Oversee all financial, project/program grants accounting; ensure that expenditures are consistently aligned with grant and program budgets through the grant/fund period.
- Prepare and review appropriate general ledger journal entries and reconciliations.
- Prepare monthly financial statements, reports and related data. Devise and communicate reports to meet the needs of management staff and related departments.
- Analyze financial statements and conduct variance analysis in order to communicate potential issues with Executive Director and appropriate committees.
- Coordinate annual audit and preparation of 990 filing.
- Coordinate annual budget process and maintain budget model.
- Establish and maintain appropriate internal control safeguards. Coordinate and implement new projects and procedures into accounting structure as needed.
- Research accounting issues for compliance with generally accepted accounting principles.
- Manage cash and investments under the direction of the Executive Director and Finance Committee.
- Oversee financial aspects of property, liability, workers compensation insurance contracts and employee benefits.
- Interface with outside audit firms(s), banks and lessors, casualty/liability/workers' compensation insurance agent(s), and credit card companies.
- Perform analysis on expenses to identify potential savings.

Human Resources

- Oversee employee benefit plans with particular emphasis on maximizing a cost-effective benefits package.
- Partner with the Executive Director in order to respond to workplace complaints, conduct internal investigations as needed and recommend appropriate action and/or follow up.
- Other duties as assigned.



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Qualifications:

Required:

- Four year degree in Accounting
- Three to five years of accounting or auditing experience
- Excellent communication skill both oral and written
- Strong problem-solving and decision-making skills
- Knowledge of Microsoft Office Suite
- Knowledge of QuickBooks accounting software

Preferred:

- Non-profit accounting experience
- CPA certification
- Supervisory experience

Physical Demands

1. Ability to sit for extended periods of time.
2. Ability to see fine print and to use the computer for extended periods.
3. Ability to continuously perform fine motor tasks, such as computer, 10-key calculator, writing or phone tasks.
4. Ability to hear and converse on the phone and in-person.
5. Ability to safely lift and to push or pull lightweight boxes or supplies weighing up to 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position descriptions are not intended to be and should not be construed to be a complete list of all the duties and responsibilities performed by incumbents. Duties, responsibilities, and expectations may be added, deleted or modified at any time at the discretion of the supervisor.

For Inquiries:

Submit an employment application and/or resume to jobs@svdp-cc.org, mail the Executive Director at St. Vincent de Paul, 2210 Gladstone Drive, Pittsburg, CA 94565 or fax to 925-439-7863.