JOB DESCRIPTION
ACCOUNTANT

Title:       Accountant
Location: Oakland
Reports to: Director of Finance
Status:     Exempt, Full-Time

OVERVIEW
The Women’s Foundation of California has a 40-year track record of supporting community-based organizations working to advance gender, racial, and economic justice. As a public community foundation focused on intersectional feminist funding, we have raised and granted $40M in movement-building grants since 1979. Our core strategies are: investing in community organizations, training community leaders, and convening community partners in order to mobilize significant financial resources to advance the health, safety, and economic security of people impacted by gender-based oppression and violence. We support movements led by cisgender and transgender women, especially women of color, non-binary, gender nonconforming, gender expansive and genderqueer people.

POSITION SUMMARY
The Accountant will serve as an integral part of the Women’s Foundation of California Team. Under the guidance of the Director of Finance, the Accountant will help support the Foundation’s financial operations by using QuickBooks Premiere, Expensify, Excel, Word, and other systems. The Accountant will run bookkeeping on time and with precision, maintaining proper documentation for all financial activity and ensuring consistency and clarity of systems. The Accountant coordinates finance filings from staff, assists the Director of Finance, and communicates with outside entities regarding finance matters as needed. This position requires close collaboration with multiple stakeholders and works primarily with the Director of Finance and Chief Financial Officer to manage the finances of the Foundation. The ideal candidate is passionate about accounting and seeks a career in financial accounting.

Essential Duties
• Manage accounts payable process and enter data to Quickbooks, following all the protocols for supporting documents, management approval and coding.
• Prepare and process semi-monthly check runs.
• Collect credit card receipts, code and enter on individual spreadsheets for posting.
• Review expense reports; billing through Expensify and post to system.
• Maintain vendor files, including current contracts and W-9s.
• Prepare deposits and cash reports and ensure accurate remote deposit on a timely manner.
• Perform monthly bank reconciliations for all accounts.
• Prepare month-end standard journal entries; run all required month-end reports and work with colleagues to review and reconcile department expense general ledgers.
• Administer and process all petty cash transactions within the parameters of the Foundation’s policies and procedures.
• Support audit preparation, year-end closing and 990 filings.
• Perform duties or special projects as assigned by Director of Finance or designee.
Qualifications

Skills

• A minimum of five years of nonprofit accounting experience required.
• Bachelor’s degree in Accounting or Finance or equivalent experience.
• Demonstrated understanding of Generally Accepted Accounting Principles, IRS regulations for nonprofit organizations and fund accounting.
• Proficiency with Quickbooks Premiere software required; knowledge of cloud-based systems preferred.
• Advanced MS Office Suite skills (including Outlook, Word and Excel) preferred.
• Outstanding attention to detail and follow-through.
• Proven ability to focus while managing multiple, diverse tasks and responsibilities and frequent interruption in a collegial office environment.
• Demonstrated experience and skill in effectively managing internal and external relationships with staff, consultants, vendors and key constituents.
• Excellent project management, listening, oral and written communication skills with a demonstrated ability to relate to and communicate with diverse audiences with a high level of diplomacy.
• Ability to problem-solve in a fast-paced, highly collaborative environment.
• Familiarity with issues and challenges facing cisgender and trans women and girls, gender nonconforming people and trans men.

Qualities

• Must possess a strong commitment to the mission, policies, goals and philosophy of the Women’s Foundation of California.
• Impeccable ethics and understanding of accounting principles and best practices.
• Demonstrated ability to exercise good judgment and maintain confidentiality at all times.
• Strong self-motivation, organization, integrity and initiative.
• Demonstrated ability to work independently as well as within a team.
• Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
• Willingness and ability to gain proficiency with other software applications related to the duties of the position.
• Strong interpersonal skills and ability to create positive, long-term working relationships by demonstrating a commitment to teamwork and customer service, tact, dependability and flexibility.
• Positive approach, can-do attitude and sense of humor.

Compensation and Benefits

• This is a full-time, exempt position, with a salary range of $68,000-80,000. Salary offer will be dependent on experience.
• We provide 15 days paid vacation to start which increases after 4 years of service; 12 paid sick days, 15 paid holidays, summer Friday off and a flexible, family-friendly schedule.
• We provide generous benefits including paid parental leave, medical, dental, vision, long-term disability, flexible spending account, fitness reimbursements, phone stipend, a 401(k) retirement plan match, transportation benefits, and AD&D insurance with the Foundation covering 100% of the costs of the insurance package.
OUR VALUES AND COMMITMENT TO DIVERSITY AND INCLUSION
At the Women’s Foundation of California, we believe outstanding people are the key to our success. We value a diverse and inclusive workplace and strongly encourage people of color, LGBTQIA+ individuals, trans people, gender non-conforming individuals and formerly incarcerated people to apply.

As an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities. We also recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, prior conviction, arrest history, disability, marital status, veteran status or age.

APPLICATION & DEADLINE
To apply, please email a cover letter and resume, combined in one document, with the subject line: Accountant to: jobs@womenfoundca.org. The cover letter should highlight why you are interested in the position and what makes you a strong candidate. Applications will be reviewed on a rolling basis until the position is filled. All documents need to be Microsoft Word or PDF files (PDF files are preferred).