

TEMPORARY STAFF ACCOUNTANT

Department: Finance & Accounting

Reports to: Controller

Position is: Temporary full-time from September through December 2019, and possibly beyond

About East Bay Community Foundation:

Founded in 1928, the East Bay Community Foundation (EBCF) mobilizes financial assets and community leadership to transform the lives of people in the East Bay. This means bringing together the financial resources and leadership capabilities of fund holders with those of government, business, private foundations, and community and nonprofit service providers in coordinated grant making efforts to positively affect social change. EBCF is committed to advancing a just East Bay, where all members of our community are treated fairly resulting in equitable opportunity and outcomes. In 2017, in partnership with our donors, EBCF granted more than \$46 million to local nonprofit organizations and had charitable assets under management of \$450 million.

The Foundation plays a key role in identifying and solving challenges facing people in the East Bay to ensure that all communities across Contra Costa and Alameda Counties can thrive. To meet today's social and economic challenges, in partnership with our donors, we are working toward a vision of an inclusive, fair, and just East Bay, where equitable outcomes are made possible by investing in leaders, organizations, and movements to create social, political, and economic opportunity. From donor-backed investments in nonprofit organizations to advocating and engaging in civic and social matters affecting regional policies, the East Bay Community Foundation is committed to ensuring that the East Bay is inclusive, fair, and just – for everyone. Learn more about the East Bay Community Foundation at ebcf.org.

Position Summary:

The East Bay Community Foundation Finance & Accounting team is currently in transition, and is filling this role on a temporary basis, with the possibility of converting to a permanent role once the long-term needs of the team are clarified. The Temporary Staff Accountant is responsible for transactional accounting, including accounts payable/cash disbursements and accounts receivable/cash receipts. This position requires outstanding attention to detail and interpersonal skills, and is an important liaison with employees and vendors.

EAST BAY COMMUNITY FOUNDATION

Essential Duties + Responsibilities:

- Responsible for managing EBCF's Accounts Payable (AP), processing timely payments, collaborating with grants management team and internal auditing of expense reports.
- Responsible for maintaining accurate record of EBCF's executed contracts with vendors.
- Responsible for maintaining the bookkeeping for the Conference Center; managing deposits and room rental payments by way of QuickBooks and Financial Information Management System (FIMS).
- Responsible for managing EBCF's Accounts Receivable (AR), processing timely deposits and credit card transactions of contributions and other cash receipts, collaborating with donor services team.
- Responsible for reconciling PayPal account monthly, and preparing various financial reports.
- Assists with clerical duties, including photocopying, scanning, and filing.
- Assists with financial audit, and responses to external audits of our donors and beneficiaries.
- Cross train on duties performed by senior accountants to serve as a back-up.
- May participate in the research, selection and implementation of new software and accounting procedures to support the effective and efficient processing of transactions.

Qualifications:

- B.A degree in accounting or related field; two years or more of related experience and/or training; or equivalent combination of education and experience.

Additional Requirements:

- Passion and commitment to the Foundation's mission and values.
- Hands-on experience with accounts payable/cash disbursements and cash receipts.
- Advanced Excel skills and knowledge of Microsoft Word.
- Knowledge of QuickBooks Nonprofit Edition (2015 and beyond).
- Detail oriented; excellent data review and processing skills.
- Self-starter and motivated team player; ability to manage time, meet deadlines, work well independently and collaboratively and set priorities in a fast-paced, multi-task environment.
- Strong verbal and written communication and interpersonal skills.

How to Apply:

This temporary position will be filled quickly with a target start date of Wednesday, September 25, 2019. To apply, please email a cover letter, resume and list of three references to jobs@eastbaycf.org by Monday, September 23, 2019.

The East Bay Community Foundation does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company. EBCF is an equal-opportunity employer. People of diverse backgrounds are strongly encouraged to apply.
