



## **JOB ANNOUNCEMENT**

*Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at [http://www.billwilsoncenter.org/bwc\\_jobs/](http://www.billwilsoncenter.org/bwc_jobs/)*

### **Job Title: Staff Accountant**

#### **SUMMARY:**

Reporting to the Director of Finance, the Staff Accountant will be a key and integral member of the Finance team. The Staff Accountant responsibilities include but not limited to grants billing, collection of past due accounts, revenue recognition determination, month and year-end close, contract performance review, reporting and analysis. This position requires hands-on approach to complex billing functions with the responsibility to ensure invoices are sent timely and accurate. The Staff Accountant must effectively prioritize and multi-task while working cross functionally in a high volume environment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for government contract billing monthly and invoice data entry by program.
- Collates back-up documentation for monthly invoices (monthly contract billings)
- Maintain list of government contracts, and update the billing and tracking workbook.
- Responsible for ongoing contract performance monitoring, review and analysis, and budget modifications as needed.
- Prepares aging reports and follows up on aged receivables over 90 days.
- Prepares monthly credit card reconciliation, including coding and receipt tracking.
- Participates in year-end closing activities and preparation for annual audit.
- Prepares monthly budget vs actual reports for managers and directors. Review and analyze the results and support managers and directors' requests in a timely manner.
- Coordinates with Development team on pledge and donation receipts and reconciliation.
- Coordinates with Facilities Manager to create budgets and forecasts, keeping track of capital expenditures and related operating expenses.
- Supports Sage Intacct implementation.
- Regular attendance is a requirement of the position.
- Ad hoc duties assigned by CFO.

## **QUALIFICATIONS:**

2 or 4-year degree in Accounting or Finance

- 3-5 years' experience in nonprofit finance preferred. Grants management experience is a huge plus.
- In depth knowledge in billing, accounts receivables and collection and strong analytical capability is required.
- Sage Intacct experience is a plus.
- Paycom experience preferred.
- Proficiency in Microsoft Office products (Excel, Word, Outlook).
- Excellent organizational and time management skills, and the ability to work independently with minimal supervision.
- Excellent communication skills to effectively work with government billing departments, contractors and vendors.
- Proven ability to collaborate with a diverse team of program and administrative staff.
- Commitment to diversity, inclusion, equity and belonging.
- Willingness to be flexible and adaptable to change.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid California driver's license. Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations.

**All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.**

## **SALARY RANGE:**

\$31.25 - \$38.50 per hour. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

**For consideration, please submit cover letter and resume to and be sure to reference the position name in the subject line and/or cover letter:**

**BILL WILSON CENTER**  
**ATTN: Resumes**  
**FAX: (408) 244-4022**  
**Email: [resumes@billwilsoncenter.org](mailto:resumes@billwilsoncenter.org)**

**EEO:**

*Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.*

*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.*