



Job Title: Accounting Manager
FLSA Status: Exempt
Compensation: \$76,000 - \$87,000 annually depending on experience
Location: Richmond
Prepared Date: 2/28/23

The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We operate four Centers: West Center in Richmond, Central Center in Concord, East Center in Antioch, and Solano Center in Fairfield.

POSITION SUMMARY: Accounting Manager is responsible for implementing and maintaining the accounting systems, policies, and procedures. This position reports to the Executive Director and interacts closely with the contract Controller to ensure correct financial management and reporting of all foundation grants and government contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Responsibilities

- Maintain accounting systems, policies and procedures.
- Compile, analyze and report accounting data for management reports and decision-making purposes.
- Create annual budget by fund source and program budget for grants.
- Develop salary and operating expense plan by fund source and monitor spending plan.
- Assist with audit and tax preparation as needed.
- Prepare materials for and attend Finance Committee meetings.

Accounting Responsibilities

- Weekly check run and payment coordination.
- Book all other revenue as receivable or from deferred revenue as needed.
- Review cash receipts bookings, bank deposit preparation as needed.
- Bank reconciliation and adjusting entries as needed.
- Expense and revenue accruals as needed.
- Account review and reconciliation as needed.

Payroll

- Change and assign allocations by Fund Source as needed. Update and maintain Payroll Data base.
- Review and adjust payroll expense entries and adjust payroll allocations by Fund Source.

Grants and Contracts

- Manage cost reimbursement process for grants and contracts.
- Contracts receivable: Populate Demand Tracking with relevant payroll and operating expense data; book accounts receivable.
- Grants: Book net expense as revenue, relieving deferred revenue accounts.
- Prepare project budgets for grant proposals and budget projections.
- Review and track special project cost reimbursements requests from subcontractors.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Accounting, Finance or Business Administration or equivalent accounting work experience.
- Knowledge of GAAP, accounting functions and responsibilities for non-profit organizations.
- Minimum of 4 years of progressive work experience in nonprofit accounting systems, including GL management and multi-stream government fund accounting expertise.
- Experience with federal and state contracts will be a plus.
- MIP/Abila Accounting software experience is a considerable advantage.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to work in a fast-paced environment, self-motivated and detail oriented.
- Strong communication skills.
- Proficiency in creating and updating spreadsheets that utilize advanced Excel features (pivot tables, v-lookup, linked worksheets, filtering, etc.).
- Proficiency in Abila MIP, computerized general ledger, and payroll systems.
- Experience using Fund Accounting software in a complex, multi-funder agency; ability to research transactions and develop reports.
- Superior attention to detail, accuracy, and timeliness, thorough documentation, and ability to understand and follow instructions.
- Ability to work as a team member, and with people from diverse backgrounds.



FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

cocofamilyjustice.org
solanofamilyjustice.org

COMPENSATION:

Based on background and experience, we will offer a competitive compensation package, including health insurance, dental, vision and SIMPLE IRA.

APPLICATION PROCESS:

To apply to this position, please submit a cover letter and resume to: isabella@cocofamilyjustice.org. Please explain in your cover letter: (a) why you are interested in this position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.**

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.

West:
256 24th Street
Richmond CA 94804
(510) 974-7200

Central:
2151 Salvio Street, STE 201
Concord, CA 94520
(925) 521-6366

East:
3501 Lone Tree Way, STE 4
Antioch, CA 94509
(925)281-0970

Solano:
604 Empire Street
Fairfield CA 94533
(707) 784-7635