JOB ANNOUNCEMENT

Accounting Analyst

Position Summary
The Accounting Analyst’s mission is to support the organization’s finances and operations to maximize and strengthen the internal capacity of a small but well-respected, high-impact organization.

Reporting to the Operations and Finance Director, the Accounting Analyst will be primarily responsible for preparing, recording, and administering payroll and benefits, accounts payable, working with the general ledger; assisting with other financial and operational processes such as human resources; and performing related general administrative duties. This is a part-time non-exempt position with some benefits.

Due to the COVID-19 pandemic and Santa Clara County Public Health orders, SVCN is working remotely from home and the Accounting Analyst will be onboarded and work remotely until SVCN’s work-at-home policy is lifted and it is safe to return.

Compensation and Benefits
1. This is a 20-hour, part-time, non-exempt position, non-benefited.
2. Pay rate: $27.00-$31.00/hour depending on experience; staff are paid twice monthly.
3. Free parking.
5. A workplace where you feel welcome, valued, and inspired.
6. Cultivation and support of leadership skills and race equity, diversity, and inclusion knowledge and practice.
7. Exposure to a wide variety of nonprofits, nonprofit roles, and issues facing nonprofits and the communities they serve to prepare for full-time employment in the nonprofit, social innovation, or public service sectors.

Application Process
Applications will be accepted on a rolling basis. To apply, please submit the following to SVCN HR at HR@svcn.org.
Candidates who are invited to interview will be asked to submit contact information for three references.

**Desired Qualifications:**
- Minimum of Associates Degree or Technical Certifications with major course work in accounting or business administration related field.
- Minimum of 2-3 years accounting experience including payroll and accounts receivable/payable.
- Experience with QuickBooks and working with integrated databases desirable.
- Knowledge of GAAP and FASB requirements as they apply to nonprofit agencies required.
- Excellent knowledge of accounting procedures and 1099 preparation.
- High proficiency in Microsoft Office, specifically Excel.
- Attention to detail with accurate data entry skills.
- Proven ability to meet deadlines.
- Must be highly organized and capable of managing multiple tasks and priorities.
- Requires strong written, verbal, and interpersonal skills.
- Ability to maintain strict confidence.
- Must be flexible to adapt quickly to a growing organization.
- Physical Requirements: position requires minimal lifting (up to 25 lbs.), mostly deskwork. Strength and flexibility to work at a desk for up to five hours and access items on shelves and files located 0 to 60 inches above the floor.

All employees must be U.S. citizens, lawful permanent residents, or individuals who are legally authorized to work full-time without restriction for any U.S. employer and who possess lawful evidence of employment authorization. Note: Individuals who are seeking consideration under the “Deferred Action for Childhood Arrival” (DACA) policy must possess an Employment Authorization Document at the time of application that is valid throughout the program.

**ABOUT SVCN**
Founded in 1996, Silicon Valley Council of Nonprofits (SVCN) has magnified the voice of the local nonprofit community and supported the capacity of nonprofits so they can better help people and advance thriving, equitable communities. Through our learning workshops, capacity building cohorts, collective impact facilitation, and policy advocacy
partnerships, SVCN helps to build nonprofit skills, strengthen foundations, and enhance nonprofits’ ability to better serve their communities through human services, health and mental health care, education, housing and re-housing, emergency assistance, transportation and environment, the arts, racial justice advocacy, community power-building, and beyond.

SVCN’s membership of over 200 organizations, largely serving Santa Clara County, represents the broad depth and value our members provide to the community.

SVCN is an equal opportunity employer that is dedicated to the diversity of our staff. Applicants are invited to apply regardless of sex, gender, gender identity and/or expression, sexual orientation, race, age, ethnicity, national origin, disability, marital or veteran status, medical condition, or religion. Individuals who need assistance or accommodation due to a disability may contact us at admin@svcn.org.

**Examples of Duties**

**Cash Receipts**
- Review and reconcile daily cash receipts to bank deposits.
- Review and reconcile cash receipts to gift entry, and post gift entries to the GL.
- Monitor balances in checking accounts and replenish as needed.

**Accounts Receivable/Payable**
- Review all invoices for correct verification, coding, approvals, and overall accuracy and whether budget exists for the expenditures.
- Process, enter and post accounts payable for weekly check runs.
- Process and post approved grant checks from all funds.
- Verify and prepare payment for approved staff expenses.
- Prepare checks for signature and mailing.
- Review “requests for payment” for all payments made to independent contractors to determine if amounts to be paid comply with contractual agreements with the contractors.
- Prepare, file and distributes year-end 1099 reports in a timely fashion.

**General Ledger**
- Initiate and assist in preparing and entering journal entries to record transactions.
- Prepare summaries, reports and recommendations where necessary.
- Assist the Operations and Finance Director in preparing and reconciling general ledger accounts.
• Assist in conducting the timely month-end closing.

Financial Reporting
• Research, collect, compile, and analyze information from various sources on a variety of specialized accounting topics.
• Prepare and distribute in a timely fashion various ad-hoc accounting-related reports.
• Prepare, review, and distribute quarterly fund statements.
• Prepare annual reports as required by various State and Federal agencies.

Payroll
• Serve as main contact for payroll-related assistance and information to staff and payroll services.
• Process and track payroll, time sheets, hours worked, taxes, benefits, etc.
• Prepare bi-weekly payroll journal entries.
• Review and electronically transmit approved direct deposit payroll transactions, including 403(b), FSA and HSA contributions.

General
• Serve as back-up for the Operations and Finance Director, in the Director’s absence.
• Participate in the development and implementation of new or revised accounting programs, systems, procedures, and methods of operation.
• Assists and supports the Operations and Finance Director in preparation of internal or external audits.
• Other duties as assigned by the Operations and Finance Director.