



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

JOB ANNOUNCEMENT

Staff Accountant

Date Posted: August 13, 2024

Status: Full-time, Non-exempt

Location: Oakland (Onsite)

ABOUT US:

Family Support Services is a nonprofit organization that provides prevention and intervention services that support families with children. Our mission is to nurture children, youth, and caregivers to keep families healthy and intact – please visit our website at www.fssba.org to learn more about our programs and services.

SUMMARY:

We are seeking a detail-oriented and organized Staff Accountant to join our team. The ideal candidate will manage the day-to-day accounting functions, assist in month-end financial reporting, and support our Senior Accountant with audit preparations. This role requires a strong understanding of fund and cost accounting, excellent communication skills, and the ability to thrive in a fast-paced, mission-driven environment. If you are passionate about contributing to our mission and possess the accounting expertise to make an impact, we encourage you to apply.

KEY RESPONSIBILITIES:

- Perform daily accounting activities, including accounts payable, accounts receivable, cash receipts, and payroll.
- Maintain accurate and up-to-date vendor files, ACH payment information, and produce annual forms 1099 and 1096.
- Ensure the timely completion of contract billings.
- Assist the Senior Accountant with record-keeping, ensuring the preparation of month-end financial statements within a 45-day cycle.
- Support audit preparations and the completion of funding source audits.
- Design and manage Excel spreadsheets to enhance accounting processes.
- Provide administrative support to the Senior Accountant and handle other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting or a related field preferred.
- At least 2 years of experience in fund accounting or cost accounting.
- Proficiency with automated accounting systems and payroll software such as Paycom.
- Strong knowledge of GAAP, fund and cost accounting principles, cash handling, and banking procedures.
- Exceptional attention to detail and the ability to analyze and resolve accounting discrepancies.
- Ability to work effectively in a dynamic, fast-paced environment with multiple deadlines.
- Strong team player with excellent organizational, time management, and communication skills.



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- Commitment to supporting the mission of Family Support Services.

REQUIREMENTS:

- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).
- Requires COVID-19 vaccination.

SALARY:

The starting salary range for this position is \$50,000-\$60,000 per year DOE.

Family Support Services also offers excellent benefits to eligible employees: 100% employer-paid Health for eligible employees, dental, life insurance, and long-term disability. Offer voluntary optional benefits: vision, supplemental life insurance, short-term disability, accident, critical illness, commuter benefit, and retirement plan. Generous vacation, sick, and personal time.

APPLY:

Please email your résumé and cover letter to: AdminHR@fssba.org. **Please attach all documents in PDF format.** All other file types/formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services
303 Hegenberger Road, Ste. 400 - Oakland, CA 94621
www.fssba.org

Family Support Services is an equal-opportunity employer. Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status or national origin.