



COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY

131-A STONY CIRCLE, STE 300, SANTA ROSA, CA 95401 TEL: 707-544-3077 FAX: 707-544-2625
WEB SITE: WWW.SONOMA4CS.ORG EMAIL: INFO@SONOMA4CS.ORG

4Cs Now Hiring: Accounting Specialist

*Are you inspired by the mission of 4Cs?
Want to make a powerful difference in the community?*

The Community Child Care Council is looking for an outstanding individual to join the Finance Department.

The Accounting Specialist will perform duties related to accounts receivable, accounting, and the daily operations of the agency. The Specialist is responsible for providing a high level of service for all employees and acting as the main liaison between the Finance Department and 4Cs Preschool Centers.

Eligible candidates must be highly organized and detail oriented with strong interpersonal and customer service skills. Additionally, candidates must understand the importance of maintaining employee confidentiality and exercising good judgement.

PRIMARY DUTIES & RESPONSIBILITIES:

Revenue (Cash Receipts/Deposits/Accounts Receivable):

- Collect and log all incoming funds for the agency, including agency funds, family fees, and center fundraising monies.
- Prepare weekly bank deposits for the agency and Centers.
- Accurately code revenue sources on deposit register.
- Enter all cash disbursements for deposits, including credit card payments received.
- Download and record payments from Paypal.
- Process stop payments, void/reissues, and transfer of funds between accounts online as necessary and as related to the general bank account and Center petty cash accounts.
- Update bank account balances and create necessary journal entries and the above transactions.
- Prepare miscellaneous accounts receivable invoicing and track outstanding balances.
- Reconcile funds from agency fundraising and fundraising events with Community Relations Department.
- Prepare invoices for requested funders on a monthly basis; work with Finance Director to ensure contract expenditures remain within contract budgets.

4Cs Preschool and Center Accounts:

- Review and balance funding/expenditure spreadsheets for all 4Cs Preschool Centers; make corrections if necessary.
- Calculate the monthly categorical funding allocation for all 4Cs Preschool Centers and distribute updated funding/expenditure spreadsheets to Site Supervisors.
- Balance receipts to recorded expenditures.
- Prepare, submit, and record monthly bank account transfers for 4Cs Preschool Centers.
- Enter monthly expense disbursements for all 4Cs Preschool Centers in Abila.
- Reconcile monthly bank statements for all 4Cs Preschool Centers.
- Notify Site Supervisors of all deposits, deductions, and/or adjustments to their 4Cs Preschool Center's bank account.
- Update and maintain budgetary spreadsheets for 4Cs Preschool Centers.
- Maintain adequate check stock and update bank signature cards for 4Cs Preschool Center's bank accounts.

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Additional Finance Department Tasks:

- Proof payroll on a bi-weekly basis.
- Reconcile Payroll bank account.
- Enter and file all journal entries.
- Set-up, maintain, and archive journal entry binders.
- Maintain and update contract/grant spreadsheet.
- Set-up, scan, maintain, and archive contract/grant files.
- Prepare for and assist in agency audits and monitoring reviews.
- Assist in maintaining and organizing main agency files.
- Order insurance certificates and act as liaison to insurance broker as necessary.
- Cross-train and provide back up to AP and Payroll Accounting Specialist positions.
- Work with Finance Director/Accounting Manager on special projects as assigned.
- Maintain and update policy and procedure handbook for job classification; work with Finance Director on Finance Department's handbook.
- Set-up, maintain, and archive all records and files related to job position.
- Comply with all applicable program regulations and funding terms and conditions.
- Provide excellent customer service, including but not limited to, having a friendly and approachable tone of voice and body language, returning phone calls within twenty four hours of receipt, and maintaining positive interactions with others.
- Assist Supervisor and other team members with department duties as assigned.

SKILLS AND QUALIFICATIONS:

- Minimum two years accounting experience.
- Experience with accounting software (e.g. Abila or other fund accounting software).
- Experience with fund accounting or cost accounting desired.
- Excellent verbal and written communication skills and ability to work with persons from various social, cultural, economic, and educational backgrounds.
- Demonstrated proficiency with computer technology, Microsoft Office Programs, internet, data analysis, and operating office equipment.
- Strong organizational skills and attention to detail.
- Good judgement and ability to maintain a high level of confidentiality.
- Ability to work in fast-paced environment and deliver excellent customer services to all staff.
- Ability to work occasional overtime, as needed.

To apply, please submit a cover letter and resume to 4Cs HR Department, via email:
Employment@sonoma4cs.org

Position can be part-time or full-time, 30-40 hours/week.

Pay rate: \$19.50-\$22.50 per hour