

ORGANIZATION: Eden I & R, Inc.

LOCATION: Remote

POSITION TITLE: Senior Accountant

ANNUAL SALARY: \$90-110K plus benefits

Eden I & R, Inc. envisions a community empowered with information and connected to resources, so that all people obtain health, happiness, hope, and improved livelihoods. The agency's largest program is 211 Alameda County, the 24/7 multilingual phone line that provides resource information to individuals and families from throughout the county. With a current annual budget of \$4 million and 44 employees, Eden I & R, Inc. is a medium-size nonprofit organization in a state of growth. With staff and service provision expanding, the agency's budget has increased nearly 60% in the last five years.

The Senior Accountant will be the primary individual responsible for contract and grant invoicing (i.e., creating financial reports for [reimbursable] grants/contracts), monthly reconciliations, producing clean financial statements, and oversight of accounts payable and payroll functions. This position reports to the Director of Finance and Administration and supervises the Bookkeeper. This individual has a unique opportunity to support the organization during a time of growth and change by creating financial systems and processes to improve the accuracy and efficiency of our accounting department. This individual must have strong communication skills, attention to detail, financial acumen (non-profit experience preferred), and systems orientation. This individual will focus heavily on creating accurate invoices for our 55+ funders, while also supporting the organization's efforts to improve its financial systems and processes and create lasting change.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Grant accounting responsibilities (50%)

- Create and submit monthly, quarterly, and semi-annual invoices for approximately 55-60 funders (government, foundation, and corporate) throughout the year.
- Project and track financial allocations across all funding sources, including salary allocations.

- Ensure all expenditures are consistent with approved grant and program budgets, and compliant with the Federal, State, and local grant agreements and regulatory requirements.
- Closely monitor and manage the utilization and reporting of restricted funds to optimize utilization while strictly adhering to donor intent.
- Provide basic financial oversight for funds related to grant projects.
- Prepare financial reports for funders, budget-to-actual grant spending reports, and provide variance analysis.
- Support the development of project/program budgets for individual grants/contracts.
- Track department/program budgets across multiple funding sources.

General Accounting responsibilities (35%)

- Manage the monthly, quarterly, and annual close cycles to generate timely, accurate and relevant internal and external financial statements.
- Oversee accounts payable, reconciliation and financial statements.
- Maintain internal control safeguards for revenue receipts, payments, and program budgets to protect the organization from the risk of error, fraud, and security breaches.
- Coordinate the preparation for financial audits and IRS 990 filings.
- Assist in the organization's annual budgeting and planning process.
- Manage the accounting for reserves, donor-restricted funds, and develop cash flow forecasting models to maintain financial stability and manage seasonal and long-term cash needs.
- Work with the Executive Director and Director of Finance and Administration to manage financial and accounting policies and procedures and maintain appropriate records and up-to-date documentation and compliance with GAAP.
- Coordinate workflow with the Finance team and delegate tasks.

Management/supervisory responsibilities (15%)

- Oversee the Bookkeeper in duties of accounts payable and payroll including payroll entries.
- Provide ongoing review, feedback, and coaching to support the Bookkeeper's professional development.

- Hold regular, weekly meetings to ensure deadlines are being met and work is completed in an accurate, timely manner.

EDUCATION AND/OR EXPERIENCE:

Required Skills & Experience:

- Bachelor's degree in finance, accounting, business, or similar field required.
- At least 3-5 years of senior accounting experience preferred.
- Nonprofit grant accounting experience (e.g., financial reporting, requesting reimbursements, etc.) preferred.
- Knowledge of nonprofit GAAP Accounting practices and procedures.
- Advanced Excel skills, including creating and using Pivot tables.
- Experience in federal, state and local grant administration.
- Experience using QuickBooks Online strongly preferred.
- Experience creating and monitoring organizational budgets.

Key Competencies:

- Excellent attention to detail.
- Ability to effectively manage and prioritize multiple tasks to meet deadlines.
- Superior analytical and problem-solving skills.
- Demonstrated ability to perform as a team player.
- Ability to work independently, self-motivated and resourceful.
- Professional commitment to Diversity, Equity, Access, and Inclusion; thoughtful and open about the role of a workplace and a cultural institution in creating a sense of welcome and belonging for staff and visitors.

Eden I&R provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.