

Position: Staff Accountant and Payroll Specialist
Salary/Benefits: \$41.82/hour or \$87,000, Non-exempt
Reports To: Controller

ORGANIZATION AND PROGRAM: Conard House is a nonprofit organization creating communities which empower people and restore hope. Conard House provides Supportive Housing, Mental Health and Money Management services to 1,500 residents and clients across 10 residential buildings, 4 program sites and 22 shared apartments across San Francisco. Conard House works with a diverse adult population and strives for diversity, equity, inclusion and belonging by respecting experience, promoting inclusion, and building community.

SUMMARY

The staff accountant and payroll specialist position oversees the meticulous management of payroll operations within Conard House. Encompassing tasks like calculating wages, processing payments, and ensuring accurate deductions and tax withholdings are accounted for and paid punctually with accordance of Conard House and the SEIU (Service Employees International Union). The staff accountant and payroll position also responsible for preparing financial statements, analyzing financial data, reconciling accounts, and ensuring compliance with accounting standards and regulations. They will play a key role in financial planning, budgeting, forecasting, and participating in the audit processes and tax preparation.

RESPONSIBILITIES

Finance and General Accounting

- Preparation of journal entries for assigned areas for all entities.
- Perform monthly reconciliation of external accounting for Conard House.
- Perform monthly, quarterly and annual account analysis of select GL accounts as assigned.
- Prepare schedules, working papers as requested by external auditors.
- Maintain and filing of uncollected funds.
- Maintain record retention schedules.
- Yearly filing of the company property tax statements (571L's).
- Yearly filing of Statement of Information for Conard House and all related entities.
- Yearly filing of business registration for Conard House and all related entities.
- Yearly filing of Vacancy Tax for housing corporation properties.
- Renewal of System for Award Management (SAM) registrations and renewals.
- Renewal of Welfare Exemptions for Conard House and all associated properties.
- Accounting related to Conard Housing Corporations.
- Monthly reconciliation of John Stewart to internal accounting software.
- Compile and provide the year end invoice to John Stewart for Jordan and Lyric expenses paid by Conard House.
- Create Employee Vendors and Approve Employee manual checks in Wells Fargo CEO Portal.

Payroll and General Accounting

- Pull manual checks for AP and Payroll.
- Maintain a current knowledge of all relevant ADP workforce now features and functions.
- Process scheduled semi-monthly payroll.
- Renewal of System for Award Management (SAM) registrations and renewals.

- Work with the human resources department on payroll related issues.
- Maintain payroll documentation for employees as required. Including scanning and maintaining electronic library of all Payroll Change Authorization Forms.
- Prepare and reconcile semi-monthly payroll deductions for accounts payable remittance.
- Submit electronic files to Lincoln website for all retirement account contributions.
- Workers Compensation, SUI, & Retirement
- Respond to payroll inquiries/requests.
- Prepare Final Paychecks.
- Provide reports to HR for submittal of Quarterly San Francisco HSCO reports.
- Prepare annual payroll schedule with Director of Finance and Director of Administration annually.
- Respond to any government requests for garnishments.
- Assist in annual audits for Workers Comp, Retirement census and other.
- Other duties assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Accounting, Economics, or equivalent work experience
- Proven experience (3+ years) in Accounting and Payroll
- Strong understanding of financial principles, regulations, and best practices
- Excellent analytical, problem-solving, and decision-making skills
- Effective communication and interpersonal abilities
- Tech-savvy with experience transitioning an organization to new online systems
- Proficiency in ADP Workforce now, 10-key by touch, Sage Intacct, Excel and other financial software and systems
- Demonstrated the ability to achieve high-performance goals and meet deadlines in a fast-paced environment
- Solutions-oriented, forward thinker, and creative problem solver

COMPENSATION & BENEFITS

In addition to a competitive salary, Conard House provides a comprehensive benefits package that includes Medical, Dental, and Vision Insurance, 15 PTO Days, 15 Sick Leave Days, 14 Paid Holidays, Paid Hour Lunch Breaks, and more!

Conard House is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

To apply please e-mail your resume and cover letter to angelina@conard.org