

Position: Staff Accountant, Full Time (Temporary -- January to May 2020)

Salary: \$27.06/hour

Reports To: Controller

ORGANIZATION: As a nonprofit organization Conard House, Inc. builds welcoming communities and caring relationships that empower people and restore hope. We work with a diverse adult population and strive for cultural competency by respecting experience, promoting inclusion and building community. Conard House Inc. contract with the San Francisco Department of Public Health and Department of Human Services to provide a cohesive array of support services to a client population. This position is with Conard House, Inc. Administrative Accounting Department, which oversees the organization's financial and accounting functions. Conard House Inc. is a committed equal opportunity employer; pursuant to the San Francisco Fair Chance Ordinance. We will consider for employment qualified applicants with arrest and conviction records.

Qualifications: Minimum of 2 years accounting experience, as a Staff Accountant or comparable position. *This position requires attention to detail with strong analysis and reconciliation skills. In addition, this position must be able to perform account analysis with problem-solving skills. Must be able to work accurately under weekly and monthly deadlines. Proficiencies with 10-key by touch and experience with computerized accounting systems required. Some experience with The Financial Edge will be helpful. Knowledge of MS Excel and Word is required, good communication and time management skills desired.*

Account Entry and Reconciliation

- Preparation of journal entries for assigned areas for all entities.
- Prepare and perform reconciliations for multiple bank accounts.
- Monthly integration and reconciliation of external accounting entities (Lyric & Jordan) into Conard House internal accounting system.

Account Analysis

- Perform monthly, quarterly and annual account analysis of select general ledger accounts as assigned by the Director of Finance.

Special Projects

- Special projects assigned as needed by the Controller or Director of Finance.
- Meet with supervisor as requested and attend all staff and agency training as required.

Please send resume and letter of intent with "Temp Full-time Staff Accountant" in subject heading to Robyn Neither-Gold, Director of Finance, by e-mail:admin.jobs@conard.org or fax (415)864-2231.