
Job Announcement – Please Circulate

Position: Staff Accountant - Full Time

Salary: \$30.70/hour or \$63,856 annualized with excellent benefits including a paid hour lunch break, 15 days of vacation, 15 days of sick leave and 14 personal and national holidays.

Reports To: Senior Accounting Manager

Subordinate: AP/AR Accountant

Agency: Conard House, Inc. is a nonprofit organization empowering people and restoring hope. We work with a diverse adult population and strive for diversity by respecting experience, promoting inclusion and building community. Conard House Inc. contracts 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 over sees the organizations 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 3 years accounting experience as a Staff Accountant or comparable position. This position requires attention to detail and strong analysis and reconciliation skills. In addition, this position must be able to assess assigned account analysis and have problem-solving skills. Must be able to work accurately and comply with weekly and monthly deadlines. Proficiencies required: Familiarity with 10-key by touch, experience with computerized accounting systems, some experience with The Sage Intacct will be helpful, but not required. Advanced knowledge of MS Excel is required, along with proficiency in Word and Outlook, good communication and time management skills.

Duties and Responsibilities:

- Supervision of AP/AR Accountant, hire, train, review, terminate in consultation with Senior Accounting Manager and in accordance with agency policy.
- Review AP/AR batch review for verify allocations.
- Pull manual checks for AP and Payroll.
- Preparation of journal entries for assigned areas for all entities.
- Perform monthly reconciliation of external accounting for two entities (Lyric & Jordan) with 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 schedule.
- Special projects as assigned by the Sr. Accounting Manager, Director of Finance.
- Meet with supervisor as requested and attend or complete all staff and agency trainings as required.

PEOPLE FROM DIVERSE CULTURAL BACKGROUNDS ARE ENCOURAGED TO APPLY

Application Procedure: please write “Staff Accountant” on the subject heading when emailing resume to jobs.Accounting@conard.org.