



ACTION COUNCIL OF MONTEREY COUNTY, INC.

Job Title: Accounting Assistant	Commitment: part-time
Revision date: February 2024	FLSA: Hourly, Non-Exempt \$25.50 - \$28.50 DOE

ORGANIZATION AND PROGRAM BACKGROUND

The Action Council of Monterey County was created in 1994 to address unmet needs of low-income residents as a result of welfare reform. Since that time it has evolved into a hub for social innovation, incubation, and cross-sector collaboration in the region. Action’s mission is to empower people to transform their communities and they do this by incubating leaders, innovative ideas, emerging organizations, and collaborative community action. This role presupposes a strong commitment to work with funders, policy makers and the community to facilitate change on critical issues. To this end it has incubated Building Healthy Communities Monterey County, Mujeres en Acción and other grassroots organizations/groups in the community through fiscal sponsorship.

POSITION OVERVIEW

The Accounting Assistant (AA) helps advance the mission, vision, values, and goals of the organization by providing high-level fiscal, analytical, and administrative support to the entire Action Administrative team. The AA is responsible for managing and processing payroll, preparing monthly and quarterly financial reports, bookkeeping, processing accounts payable, maintaining records for all grants, managing activity for contracts, and taking on ad-hoc projects where needed. This position is not typically required to travel. *This position reports to the Finance & Operations (F&O) Director.*

PRIMARY JOB FUNCTIONS

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| 1. Leading bookkeeping activities including, accounts payable, expenses, and disbursements process. |
| 2. Processing semi-monthly payroll from start to finish. |
| 3. Supporting grants and accounts receivable processes. |

SPECIFIC RESPONSIBILITIES OF THE JOB

1. Leading Accounts Payable, Expenses, and Disbursements Process

- Administer the organization's Accounts Payable (AP) process via check payments.
- Maintain and collect all vendor files and W-9 forms.
- Post and reconcile monthly credit card bills and payments.
- Work within and continuously improve upon processes and scalable financial systems to support timely, effective, and efficient AP and disbursement processing.
- Assist F&O Director with AP related tax compliance, including W-9's and 1099's annually.
- Work closely with F&O Director on month-end closing processes.
- Monitor financial accounts for Fiscal Sponsored Groups (FSGs) and programs regularly.
- Monitor online donations and develop financial reports as needed.
- Assist F&O Director in collecting data for internal and external audits as needed.
- Provide analysis and research for other financial projects as requested by ED or F&O Director.

2. Processing Semi-Monthly Payroll

- Audit timesheets and system uploads for all Action Council staff, including time off accrual, to ensure compliance with federal and state labor laws.
- Complete the semi-monthly payroll process from start to finish, ensuring that employees are paid accurately and on time.
- Maintain open and clear communication with supervisors and managers to resolve any payroll discrepancies.
- Collaborate with Administrative Manager (AM) to assess new hires, terminations, status changes, tax changes, 403(b) deductions, timesheet data, compensation changes, employee detail changes, retroactive adjustments, garnishments, and supplemental payments on payroll processing system.
- Maintain payroll records according to the Department of Labor regulations.
- Act as the main point of contact for payroll reports and reconciliations.
- Maintain knowledge of current organizational as well as local, state, and federal payroll rules and regulations.

3. SUPPORTING GRANTS AND ACCOUNTS RECEIVABLE PROCESSES

- Maintain and track all grant awards via Excel and Asana by grant period, payments, amount, and reporting deadlines.
- Manage and prepare invoices and contract administration.

REQUIREMENTS

- Proven general accounting work experience, including bookkeeping and payroll processing
- Proficiency in QuickBooks, payroll processing systems, and spreadsheets (MS Excel & Google Sheets)
- Basic computer skills and basic knowledge of Google Suite and Microsoft Office software
- Commitment to advancing racial equity

SKILLS/ABILITIES

- Strong analytical, administrative, organizational, and problem-solving skills
- Detail-oriented with strong written and verbal communication skills
- Ability to give, receive, and incorporate constructive feedback
- Ability to translate complex information to diverse audiences
- Ability to prioritize multiple projects and work both independently and collaboratively
- Ability to understand, communicate with, and effectively interact with people across race and cultures

PHYSICAL DEMANDS

- The employee should be able to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- Able to lift a 30-pound box and carry it 100 feet; push a hand truck/ dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves in files located 0 to 60 inches above the floor.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Benefits: Benefits include Medical, Dental, Vision and 403(b). We also provide competitive vacation, sick leave, and Organizational Rest. Benefits are available when an employee completes the introductory period and meets eligibility.

How to Apply: Please submit a resume, and names with contact information of three job references to naomy@actioncouncil.org.

Application deadline: Until filled, priority screening deadline February 25, 2024.

Classification: Accounting Assistant I