



Action Council Of Monterey County, Inc.

Job Title: Full Charge Bookkeeper	Commitment: Full Time, In-Person
Internal Classification: Bookkeeper	FLSA: Hourly
Program: Administrative Team	Salary Range: \$31 hr - \$36 hr DOE
Reports to: Director of Finance	Revision date: April 2026

About Action Council

Created in 1994 to address unmet needs of low-income residents due to welfare reform, Action Council of Monterey County has since evolved into a hub for social innovation, incubation, and cross-sector collaboration. Action's mission is to empower people to transform their communities by incubating leaders, ideas, organizations, and collaborative action. Action has incubated Building Healthy Communities Monterey County (BHCMC), Mujeres en Acción, and other grassroots organizations. This role presupposes a strong commitment to working with funders, policy makers and the community to facilitate change on critical issues.

Building Healthy Communities Monterey County (BHCMC) engages and supports community leadership to achieve equitable outcomes in health, education, and economic opportunity. Coordinated through Action Teams, BHCMC works towards policy and systems change grounded in a healing-informed racial justice framework.

The values of the organization include: Resident-centered / Resident voice, Power-building, Equity, Compassion, Healing, Dignity, Authenticity, Love, Unity, Solidarity, Justice, Affirmation, Inclusion, and People matter and are valued.

Position Overview

Under the general supervision of the Director of Finance, the **Full Charge Bookkeeper** plays a vital role in maintaining the financial health and integrity of Action Council of Monterey County and its Fiscally Sponsored Groups (FSGs). This position manages daily bookkeeping functions, prepares journal entries, reconciles accounts, and ensures timely, accurate financial reporting. The Accountant collaborates closely with program leads, fiscal sponsorship groups, and the finance team to uphold strong financial practices aligned with nonprofit accounting standards.

Specific Responsibilities of the Job

1. Daily Accounting and Bookkeeping

- Record and post daily journal entries to the general ledger.

<ul style="list-style-type: none"> ● Maintain accurate and organized financial records for both Action Council and Fiscally Sponsored Groups (FSGs). ● Accounting journal entries, disbursements, and fund transfers. ● Reconcile bank and credit card accounts monthly. ● Maintain the chart of accounts and ensure proper coding of all transactions.
<p>2. Fiscal Sponsorship Accounting</p>
<ul style="list-style-type: none"> ● Prepare project-level financial statements and reports for sponsored groups. ● Track restricted and unrestricted funds, grant revenue, and project expenditures. ● Support the fiscal sponsorship team in responding to project inquiries and maintaining transparency in financial reporting. ● Assist in onboarding new Fiscal Sponsored Groups by establishing accounting procedures and reporting systems. ● Monitor financial accounts for Fiscal Sponsored Groups and programs regularly. ● Monitor online donations and develop financial reports as needed.
<p>3. Month-End and Year-End Processes</p>
<ul style="list-style-type: none"> ● Assist in month-end closing, account reconciliations, and trial balance preparation. ● Support annual audit preparation and compliance reporting (e.g., 1099s, charitable filings). ● Maintain supporting documentation for all transactions in accordance with GAAP and organizational policies.

Required Skills and Qualifications

- Minimum 2 years of accounting or bookkeeping experience; familiarity with double-entry accounting and reconciliations.
- Understanding of fund accounting, grant tracking, and restricted vs. unrestricted funds.
- Proficient in QuickBooks, Microsoft Excel/Google Sheets and Asana; ability to create and interpret reports.
- Strong accuracy in data entry, reconciliation, and documentation; ability to spot and correct discrepancies.
- 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
- Sensitivity to needs and priorities for individuals from different cultural backgrounds
- Promote appreciation and support for human diversity

Preferred Skills

- Experience with nonprofit audits, 990 preparation, or grant reporting.
- Knowledge of fiscal sponsorship models and project-based accounting.

- Familiarity with accounts payable/receivable management, vendor setup, and invoice processing.
- Bachelor's degree in Accounting, Finance, Business Administration, or related field (or equivalent experience).
- Bilingual (English/Spanish) a plus, given the large community focus of the organization.

Work Environment and Position Type

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This is a full-time, in-person role based in Monterey County, with typical hours Monday through Friday, of 40 hours per week. Occasional evening or weekend work may be required. Our office is located in downtown Salinas.

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, and sick leave. We value the well-being and health of our employees, which is why our benefits package also includes two yearly office closures of the organization mid-year and at the end of the year that will be considered paid holiday time off. Benefits are available when an employee completes the introductory period and meets eligibility.

How to Apply

Please send a cover letter, resume, and 3 references with contact information to HR@actioncouncil.org. The full job description can be found on www.actioncouncil.org/careers.

Application deadline: Until filled, priority screening deadline April 17th, 2026.

Action Council of Monterey County is an Equal Opportunity Employer. We are committed to building a diverse and inclusive team and strongly encourage applications from people of color, women, LGBTQ+ individuals, people with disabilities, and members of other historically marginalized communities. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or any other protected characteristic as established by law. If you are selected for an interview and require accommodations, or if you have any questions about accessibility or the hiring process, please contact HR@actioncouncil.org.