

Staff Accountant Job Description

ORGANIZATION

The Bay Area Council has been at the intersection of business and civic leadership, shaping the future of the Bay Area since 1945. As a premier non-profit, public policy advocacy organization representing over 300 of the top employers across the nine-county region, we focus on ensuring the Bay Area is the best place to live and work in the world. The Bay Area Council represents business leaders committed to working with public and community leaders to keep the Bay Area the most innovative, sustainable, inclusive and globally competitive place in the world.

WHAT WE DO

We focus on the economic health of the region, balancing long-term economic, social, and environmental sustainability.

- Inform and mobilize business, civic and political leaders on the most critical issues and opportunities facing the region.
- Develop solutions for an ambitious vision for the region's future with participation of business, government, labor, science and education.
- Achieve results through advocacy, partnership and committed leadership to realize this vision.

"I really like the BAC culture, friendliness, humor and fun in the workplace"

"[I like] Being allowed to bring who I am as a person to my role and performance as a BAC employee"

- Bay Area Council Staff

POSITION SUMMARY

Reporting to the Controller, the Staff Accountant assists in maintaining the integrity of the financial accounting systems and record keeping for the Bay Area Council and related entities. The position oversees and works closely with the Controller to ensure detailed transactions including check handling, bank deposits, revenue billings and accounts payable invoices are input with a high degree of accuracy. The Staff Accountant's most critical monthly functions will be working collaboratively with the Controller and various BAC Staff to ensure all monthly financial functions of the accounting operations are timely and accurate including the monthly financial close.

DUTIES AND RESPONSIBILITIES

- Maintains financial records and systems in accordance with generally accepted auditing standards and accounting principles.
- Utilizes *Sage Intacct* financial accounting system software and other integrated systems to maintain accurate accounting records of several separate 501(c)3 and 501(c)4 non-profit entities in full compliance with IRS and other regulatory requirements.
- Maintains account reconciliations to include general ledger accounts, subledger accounts, and salesforce database to ensure accuracy of financial transactions.
- Obtains revenue by verifying transaction information, identifying delinquent accounts, and payments.

- Traces individuals and companies for collection of membership, event, sponsorship and contractual payments. Prepares management reports identifying aged receivables for follow up.
- Verifies accounts by reconciling statements and transactions.
- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper account coding.
- Vendor management within AP system (*Sage Intacct*) including onboarding of new vendors, tracking of W9 submissions, and vendor payment setup.
- Processing of vendor invoices by verifying transaction information, scheduling and preparation of disbursements, and obtaining proper authorization for payment.
- Reconciliation of vendor accounts and statements, research and resolve payment issues timely.
- Preparation of annual 1099 reporting requirements.
- Maintains financial security by following internal accounting controls.
- Classifies, records, and summarizes numerical and financial data in order to compile and keep accurate financial records, using journals and subsidiary ledgers.
- Maintain financial historical records.
- Performs other miscellaneous job-related duties as assigned by the Controller.

PERSONAL ATTRIBUTES AND SKILLS

- Ability to communicate clearly and professionally with internal and external customers
- Detail oriented
- Strong organizational skills
- Excellent team player, capable of working cross-functionally with teams, fostering a positive work environment
- Personal accountability
- Detailed research, analytical and reconciliation skills
- Capacity to work efficiently within prescribed deadlines
- Self-starter with a strong work ethic.

MINIMUM JOB REQUIREMENTS

Minimum three (3) years of hands-on experience with full cycle Accounts Payable, Accounts Receivable, employee expense reporting and corporate credit cards; knowledge of accounting procedures and processes; previous financial software experience preferred; prior non-profit accounting experience desirable but not required; ability to manage and prioritize multiple projects while simultaneously meeting company goals and deadlines; Thoroughness in researching, analyzing, and reporting results; Strong desire to tackle new challenges and projects with enthusiasm; Experience working with all Microsoft Office software;

COMPENSATION

This is a full-time, salaried, exempt position and the salary range is \$60,000-\$65,000. The salary will be based on the experience and skill levels of the successful applicant. The Bay Area Council also provides a generous benefits package that includes: medical, vision, dental, and life insurance benefits; 401(k) deferred compensation program with generous employer match; ten paid holidays per year; monthly commuter stipend; wellness incentive; and paid time off of 20 days per year for newly hired employees.

EQUAL OPPORTUNITY EMPLOYER

The Bay Area Council is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status. Answers to application questions will be used for applicable, job-related reasons only.

HOW TO APPLY

Submit your resume and cover letter as one pdf e-mail attachment with your last name and "Staff Accountant" in the file name (i.e., Smith_ StaffAccountant) to jrowe@bayareacouncil.org. Please also "cc" jgrubb@bayareacouncil.org.