



www.ccyoso.org

125 Corporate Place, Suite A,
Vallejo, CA 94590
(707) 644-8909

620 Main Street,
Woodland, CA 95695
(530) 241-4081

Job Title:	Staff Accountant	Job Category:	Administrative
Department/Group:	Administration	Travel Required:	Yes
Location:	Base Office: Vallejo	Reports To:	Executive Director
Position Type:	Full Time, non-exempt (35 hours)	Salary Range	60,000 to \$70,000 depending on experience

Summary: Catholic Charities of Yolo-Solano (hereinafter “CCYoSo”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. The Staff Account is Under the direct supervision of the Executive Director, the position primary responsibilities are

Management: Applies the professional skills and knowledge to perform work without specific directions using considerable judgment.

- Managing all aspects of agency fiscal operations, including day-to-day functions, and ensuring the integrity of all accounting records and practices throughout the agency;
- Ensuring compliance with all applicable laws and regulations for annual tax filings, agency grants and contracts, and single asset corporations;
- Coordinate all fiscal audits including funders and independent auditors;
- Work with Executive Director and Deputy Director in preparation of the annual budget;
- Managing cash and making recommendations to safeguard the agency’s assets;

Administration and Operations:

- Editing the daily output of the Finance Department, including but not limited to cash receipts, accounts receivable, billings, journal entries, accounts payable, etc.;
- Implementing the payroll process successfully from timecard collection to financial reports, including time allocation, payroll taxes, tracking benefits and other payroll related functions;
- Performing computer-based accounting functions, including but not limited to general journal entries, account coding, editing batch reports, designing and reviewing the general ledger accounts, and issuing reports;
- Reconciling cash accounts, including reviewing the cash journal process;
- Reviewing and working with Deputy Director on monthly billings for grants and contracts;
- Analyzing, monitoring, producing, and reporting agency monthly financial reports, year-end reports, and annual agency budget, including interim budget revisions, to the Executive Director and the Board of Directors
- Performing related duties as assigned.



www.ccyoso.org

125 Corporate Place, Suite A,
Vallejo, CA 94590
(707) 644-8909

620 Main Street,
Woodland, CA 95695
(530) 241-4081

Development Responsibilities:

- Understand and adhere to CCYoso internal development policies & procedures for handling donations and communicating with donors.

Minimum Qualifications:

Education: Bachelor's degree in finance, accounting, or related field.

Experience: Three to Five years progressively responsible experience in accounting and budget preparation. Certified Public Accountant (CPA) and/or Master's Degree in Business Administration (MBA) and/or non-profit organization experience desired.

Skills/Knowledge:

- Must have thorough working knowledge of QuickBooks, Microsoft Office Suite, Google Suite, and Excel
- Must have demonstrated ability to manage operations in a complex, face-paced nonprofit environment that serves low-income communities with diverse cultural backgrounds
- Must have ability to produce and analyze reports consistently and accurately, and write business correspondence and agency policies/procedures
- Must have ability to effectively present information and respond to questions from different groups and stakeholders.

Must have demonstrated analytical, critical thinking, problem-solving, strategic thinking, negotiating, and planning skills.

- Must be results-oriented, highly organized, detail oriented, proactive, resourceful, able to manage multiple high-level projects with strict timetables, and have solid administrative follow-through while working in a fast-paced environment.
- Must have demonstrated experience to understand and participate in budget development and management, and an understanding of general accounting and auditing principles.
- Must read and communicate orally and write in English.
- Must pass all post-contingency offer background checks, reference checks and mandatory training.

Applicants must submit resume and cover letter to Carolina Estrada jobs@ccyoso.org for consideration. Selected candidates will be required to fill out supplemental forms. No phone calls please.