



## **Corporate Staff Accountant**

### **Job Description**

Division: Administration

Supervisor: CFO

Status: Non-Exempt, Full-time

### **ORGANIZATIONAL BACKGROUND**

Cabrillo Economic Development Corporation (CEDC) develops and manages service enriched, inclusive residential communities, ensuring access to affordable, secure, quality housing that creates the foundation for our residents to grow and thrive.

### **POSITION DESCRIPTION:**

The Corporate Staff Accountant will direct CEDC's Corporate, Payroll, Predevelopment, and Development financial affairs and, for the guidance of management, will prepare financial analyses of operations. The Corporate Staff Accountant directly reports to the CFO. S/he must be hands-on in accounting and should be able to create and implement systems that will ensure audits and reports get out in a timely manner.

### **DUTIES AND RESPONSIBILITIES:**

The position involves general accounting, payroll, internal auditing, cost accounting, budgetary controls, and assets. Essential functions of this position include, but are not limited to the following:

- Process payroll semi-monthly, including review of timesheets
- Oversight of 403(b) plans, including annual census
- Reconcile benefits invoices
- Assist in the processing of CEDC and affiliates invoices, coding/inputting into accounting software system
- Process checks with support back-up and approvals
- Daily/weekly bank deposits
- Monthly bank reconciliations
- Assist in the processing of revenue receipts, coding/inputting into accounting software system
- Maintain accounting A/P files for all invoices and checks
- Assist in the processing of the 1099s at year-end for vendors
- Process development related A/P and A/R
- Prepare, collect and maintain files of W-9s and insurance for vendors
- Budget entering into accounting software system
- Audit workpapers (with direction from CFO)
- Monthly division summary budget reports for Revenue and Expenses (detail GL if requested)
- Maintain CEDC financial files and all financial grant and loan agreements (with direction from CFO)
- Maintains department calendar of reporting requirements. Scans significant documents and transfers to department's electronic files. Monitors certificate of insurance database to maintain compliance with contract requirements.

### **QUALIFICATIONS:**

- Bachelor's degree in Finance or Accounting; **and** 2 years of accounting experience
  - OR
- Associate's degree in Finance or Accounting **and** 3 years of accounting experience
  - OR
- High school diploma and 4 years of accounting experience
- Must have extensive payroll experience.
- Must have experience in at least three of the following areas: non-profit affordable housing, refinancing of debt, HUD regulatory programs, real estate accounting, financial analysis, property management or project development.

### **KNOWLEDGE & ABILITIES:**

- Demonstrated proficiency using Excel and Word.
- Ability to multitask and adapt to changing priorities in a fast-paced and collaborative environment.
- Proven ability to work collaboratively with groups both internal and external, and able to lead a project where needed.
- Proven capability to analyze complex problems.
- Strong analytical and accounting skills.
- Strong written and verbal communication skills.
- Good business and financial judgment.
- Ability to work effectively with all levels of staff in many departments, external financial professionals, and public officials.
- Experience with, or strong interest in, non-profit organizations and CEDC's mission.
- Ability to work in fast moving, quickly changing environment.
- Ability to provide day-to-day support of assigned portfolio with minimum supervision.
- Ability to develop and maintain effective working relationships.
- Ability to communicate clearly and effectively
- Familiarity with nonprofit, multi-funded organization preferred.

### **REQUIRED EDUCATION & EXPERIENCE:**

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above.

### **LICENSES & OTHER REQUIREMENTS:**

A valid California driver's License and proof of automobile liability insurance.

**All qualified persons should EMAIL OR FAX their Résumé to:**  
Resumes@cabrilloedc.org or Fax: (805) 620-9294

CEDC IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER