



Job Title
Staff Accountant
San Bernardino, CA

Job Description

The Staff Accountant works under the supervision of the Finance Director. However if there is not a Finance Director, then the supervision will fall under the Executive Director. The Staff Accountant is responsible for the establishment and maintenance of the corporation's fund systems in accordance with the corporation's accounting manual, generally acceptable accounting principles and other relevant standards.

General Responsibilities:

- Establish and maintain the corporation's chart of accounts.
- Process semi-monthly payroll and payroll tax reporting
- Complete and reconcile all general ledgers and general journal entries for monthly and annual closings.
- Provide project operational budgets as required for grant submission
- Establish a record keeping system and maintain supporting documentation for each expenditure and deposit along with maintaining an accounting filing system.
- Work with computerized fund accounting software such as, Sage MIP system to prepare monthly financial statements, budgets, amended budgets, balance sheets and cash flow forecast.
- Establish and maintain all receivable and payables within a 30 day turn time along with preparing monthly invoices for multiple business lines as required to ensure compliance with the agreements between the funders and NHSIE.
- Work with the corporation's auditor to complete an annual audit within the NeighborWorks® required time frame.
- Assist the Executive Director in preparing the annual budget and monitoring cash flow.
- Establish and maintain tracking systems for the Down Payment Assistance Program, Home Buyer Education Programs and for the Housing Rehabilitation Programs to insure controls on revenue and expenses.



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Skills Required

Experience and Qualifications

- Bachelors Degree in Business with a concentration in Accounting or relevant 5 years experience as a bookkeeper or staff accountant.
- Knowledgeable of Generally Acceptable Accounting Principles
- Ability to handle 50-80 receivables per month
- A minimum of 2-3 years of fund accounting and government grant accounting standards with strong analytical skills
- Knowledgeable of computerized accounting software; ability to create and maintain record keeping systems.
- 1-2 years experience working in a non-profit environment and managing the reconciliation of grants for each business line

Salary and Benefits

Salary: DOE

Department: Administrative

Status: Full-time/Exempt

Employment is contingent upon successful completion of criminal background check and drug screening.

Please mail, fax or email resume with cover letter to:
Attn: Human Resources
Neighborhood Housing Services of the Inland Empire
1390 North "D" Street
San Bernardino, CA 92405
Fax: (909) 884-6893
Email: johnnie@nhsie.org

NHSIE is an Equal Opportunity Employer