CAMP TAWONGA
Staff Accountant

Job Title: Staff Accountant
Department: Finance / Administration
Reports to: Director of Finance
Location: San Francisco year-round (Yosemite location during summer is a possibility)

About Tawonga:
Tawonga's mission is to provide educational and recreational programs for children, adults and families that help them develop as healthy and participating members of the Jewish and secular communities, locally, nationally and internationally. The agency does this by integrating the themes of personal growth and the development of positive self-esteem, creating cooperative communities, our partnership with the natural world, and positive Jewish identification and spirituality.

Job purpose:
Ensure timely and efficient processing of outgoing agency funds (Accounts payable, payroll, petty cash) including proper coding for financial reporting. Create regular spending reports. Enter incoming funds from subsidiary ledgers. Assist in year-end closing and audit, as well as annual budgeting process. Represent Tawonga to general community.

Shared values and expectations:
Act as a representative of the organization and demonstrate its goals in a positive and professional manner to all. Demonstrate professionalism, accountability and dependability. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to customer needs, maintain a high degree of ethics, integrity and confidentiality.

Essential duties and responsibilities:

Accounts Payable
- Process and file vendor invoices and requests in a timely manner
- Maintain and improve bill coding system in accounting software
- Manage vendor files and prepare 1099 forms annually
- Process credit card spending and code to account lines

Accounts Receivable
- Enter deposits from A/R, development departments at least weekly

Payroll
- Prepare program staff payroll
- Pay payroll taxes in timely manner

Petty Cash
- Maintain petty cash account
- Reconcile petty cash monthly (more often during summer season)

Reporting & Budgeting

- Reconcile subsidiary A/R records and accounting system monthly with Registrar
- Reconcile development subsidiary records and accounting system monthly with Dev. Assoc.
- Enter general ledger entries for ACH debit/credit bank entries
- Send out budget reports to staff after month-end close
- Ensure internal controls and procedures are followed
- Calculate internal labor costs for self-constructed assets (quarterly)
- Assist staff with detailed spending reports as needed
- Assist Director of Finance with budget preparation

Audit

- Provide support for annual CPA audit

Government relations

- Prepare sales & use tax returns quarterly
- Prepare environmental tax return annually

Insurance

- Assist staff with collecting certificates of insurance as requested

General Administration

- Provide back-up for answering phones
- Provide information to community on Camp programs
- Perform office and administrative functions as needed

Summer

- General administration work will be increased during the summer
- Assist with Ruach Ride (bus drop-off/pick-up for our campers)
- Train and coordinate with office manager and department heads at Camp on financial procedures

Other duties as assigned to meet business needs

Additional finance and accounting duties could be added depending upon a candidate's qualifications & experience.

Qualifications and requirements:

- Demonstrated enthusiasm, professionalism and accountability
- Strong math skills – a "numbers person"
- Ability to communicate clearly and compassionately with people from varied backgrounds
- Flexibility and organizational ability in order to multitask and meet changing work needs and demands
- Excellent attention to detail and follow-through skills
- Ability to work collaboratively as part of a team, as well as independently

Education, training and experience:

- Associate degree or equivalent, Bachelor's degree preferred
- One year bookkeeping and administrative experience
- One year of accounting experience preferred

Knowledge/skills:

- Experience with Mac computer systems
- Proficiency in Excel (Pivot tables, vlookups, etc.)
- Experience using Gmail and Google sheets
- Strong ability to to communicate clearly and compassionately with the public
- Demonstrated ability to maintain confidentiality
- Excellent attention to details and well organized
- Self-motivated
- Experience with accounting software required, QuickBooks-specific experience a plus

Supervision:

- General supervision provided by Director of Finance

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions.

- Some lifting and carrying up to 40 lbs.
- Typing, writing, reading, hearing and speaking
- Use hands and fingers to operate equipment
- Frequent sitting
- Standing, walking, kneeling

Work Environment:

- Noise level is moderately quiet

Special requirements:

- Willingness to work occasional evenings and weekends

Exempt status:

- Non-exempt

Normal working hours:

- Hours are 9 am - 5 pm, Monday through Friday, with 30 minutes for lunch and 2 15-minute breaks (We are open to flexible start and end times within standard business hours.)

Salary and benefits:

- This is a full time, year-round, benefited position. Competitive salary DOE.

To apply send a cover letter and resume to Gregg Rubenstein at finance@tawonga.org by July 29, 2016.