



## JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship BOSS exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

**JOB TITLE:** JR. Accountant

**REPORTS TO:** Controller

**EMPLOYMENT STATUS:** Non-Exempt

**TIME COMMITMENT:** Full Time

**BARGAINING UNIT:** Local Union #1991, IUPAT, AFL-CIO

**STARTING SALARY: \$75,000.00**

### ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness, and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

### POSITION DESCRIPTION

We are looking for a detail-oriented Jr accountant to perform and coordinate accounting duties within our organization. The Jr. Accountant will be cross-trained as support to the finance department and assistant to the A/P (Accounts Payable), A/R (Accounts-Recievable), Cash receipts, and Payroll as needed. Responsible for agency cost allocation. This role will also be working on projects assigned by the Controller and CFO and will provide support where needed to help with monthly closing and annual audits and tax returns.

### Essential Duties and Responsibilities:

- Assist with daily mail, distribution, and weekly deposits.
- Collect monthly Credit Card charges information from individual credit card users and monthly ACH charges.

- Coverage with payable which includes assisting with A/P invoices, processing payments, performing day-to-day financial transactions, including verifying, classifying, and recording accounts payable data.
- Understand compliance issues around accounts payable processes including W-9 and 1099.
- Assist with annual 1099/s, if necessary.
- Coverage with payroll as needed which includes Assisting with semi-monthly payroll with ADP.
  - Review timesheets and contact employees and supervisors for corrections if needed.
  - Enter timesheet hours with projects allocations in ADP
  - Run and download reports from ADP for payroll JE upload to Black Baud/Financial Edge NXT
- Assist with Time & Attendance conversion.
- Assist with bank reconciliation if necessary.
- Responsible for agency cost allocation which requires coordination with CEO, CFO, Controller, programs, and contract billings.
- Coordinate accounting functions and act as backup support for AP, Payroll and Cash Receipts during peak time, vacation, and sick times to ensure smooth and fair workloads are maintained throughout the year.
- Help with the month, quarter, and year-end activities.

### **EDUCATION, EXPERIENCE, AND SKILLS**

- Associate degree or bachelor's degree in accounting preferred.
- 1-2 years of working knowledge with accounts payable, accounts receivable and payroll are preferred;
- Payroll processing and reconciliation experience. ADP proficiency is a huge plus.
- Attention to detail with the ability to communicate to the level of detail appropriate to the situation and audience
- Strong organizational skills and ability to set and meet deadlines.
- Proficiency in Excel and Word.
- Experience with Financial Edge/Blackbaud is highly desirable.

### **LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health-related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

### **MATHEMATICAL SKILLS:**

College-level mathematical skills are required.

### **REASONING ABILITY:**

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem-solving techniques.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those BOSS must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, and drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

### **MENTAL DEMANDS:**

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. The position does require the ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

**CONCLUSION:**

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I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

*Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!*

**Send resume and cover letter to:**

[hrjobs@self-sufficiency.org](mailto:hrjobs@self-sufficiency.org)