



JOB ANNOUNCEMENT

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 that 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: Junior Accountant / Representative Payee Clerk

REPORTS TO: Accounts Payable Lead

EMPLOYMENT STATUS: Non-Exempt

TIME COMMITMENT: Full-time

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

STARTING SALARY: \$65,000 to \$70,000 per annum, *depending on experience*

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

The Junior Accountant / Representative Payee Clerk is a hybrid role supporting both the Accounts Payable function and the accounting responsibilities of the Representative Payee (Rep Payee) Program.

Under the supervision of the Accounts Payable Lead, this role supports the Finance Department by ensuring timely and accurate AP processing, reconciliations, and compliance, while also performing the accounting and disbursement functions related to rep payee client funds.

Essential Functions (Duties and Responsibilities):

Accounts Payable & Accounting Support

- Perform day-to-day accounts payable processing, including invoice review, coding, and payment preparation/processing.
- Verify, classify, and record AP transactions in accordance with organizational policies, budgets, and internal controls.
- Collect and review credit card and ACH activity; ensure proper documentation and coding.
- Support bank and account reconciliations.
- Gather and organize supporting documentation, as needed, for audits, tax filings, and grant or contract reviews.
- Assist with month-end, quarter-end, and year-end close activities.

- Support annual 1099 preparation and vendor compliance (W-9s, vendor setup, 1099 preparation/processing).
- Assist with cost allocation support in coordination with finance leadership and program staff.
- Provide backup support for accounts payable during peak periods, vacations, or absences.

Representative Payee Fiscal Clerk –

- Maintain accurate accounting records, balances, and transaction histories for Rep Payee client trust accounts.
- Prepare, issue, and track weekly client checks and authorized disbursements.
- Enter and maintain client financial transactions in fiscal systems and databases.
- Reconcile client balances and ensure alignment between sub-ledgers and general ledger records.
- Prepare and submit required accounting-related documentation to the Social Security Administration (SSA).
- Maintain required financial files and documentation for SSA, auditors, and internal review.
- Serve as a liaison with Rep Payee program staff regarding balances, transactions, and accounting questions.
- Respond to internal inquiries related to client account balances and disbursement activity.

Documentation, Collaboration & Other Duties

- Attend finance department and agency meetings as required.
- Participate in trainings, workshops, and professional development activities.
- Perform other accounting-related duties as assigned to support agency operations.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, or a related field preferred.
- 1–2 years of experience in accounts payable or general accounting preferred but not required.
- Experience working in nonprofit, government-funded, or regulated environments is a plus.

REQUIRED & PREFERRED SKILLS

- Working knowledge of accounting software; experience with Financial Edge/Blackbaud highly desirable.
- Strong proficiency in Excel and basic office applications.
- High attention to detail and strong organizational skills.
- Ability to manage confidential and sensitive financial information.
- Strong written and verbal communication skills.
- Ability to manage deadlines and work independently within established procedures.
- Commitment to BOSS's mission, values, equity, and trauma-informed approach.
- Valid driver's license, reliable transportation, and insurance.
- Ability to pass background check, TB test, and obtain CPR/First Aid certification within required timeframe.

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 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 that must be met by staff members to successfully perform the essential functions of this job. Reasonable accommodation 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 possibly drive to the bank, funders, sites, etc. 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. Position does require 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 encounters while performing the essential functions of the job. Reasonable accommodation 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:

We 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