



## **Accountant II**

Under the supervision of the Director of Finance, the Accountant II oversees general accounting operations by controlling and verifying financial transactions. Accountant II responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. In addition, the Accountant II will work closely with program leaders and staff, regarding finance education, accounting procedures and how the finance department can support program operations.

The Accountant II will partner with the Director of Finance and as needed with the senior leadership team to enhance and better integrate finance operations. A successful Accountant II combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts. The Accountant II is at the mentor level and is expected to promote the agency in all interactions. In addition, the Accountant II works as a member of Choice in Aging's team to meet our mission to create opportunities where people can learn, grow, and age independently with dignity and community.

### **Essential Functions:**

1. Take responsibility for all department functions when the Director of Finance is not available;
2. Provide leadership in various accounting and fiscal procedures; ensuring they are performed correctly;
3. Understand and lead with the knowledge that the Finance Department's clients are CIA's clients, staff, customers, and vendors;
4. Work scheduled 40 hours per week. May need to work additional hours during peak times in the department such as audit, budgeting, and monthly/annual close;
5. Assist with production of monthly financial and Board reports;
6. Assist with establishing or improving the vendor relationships (i.e. Heritage Bank);
7. Perform reconciliations on all bank accounts;
8. Assist with processing Accounts Payable and invoicing;
9. Deposit client payments and verify/correct customer balances;
10. Along with the Director of Finance become a subject matter expert in the online Medi-Cal and other invoicing systems;
11. Assist with payroll processing / balancing / posting as required;
12. Daily / weekly / monthly duties as required;
13. Perform billing processes for departments as directed by Director of Finance;
14. Perform other duties as assigned by Director of Finance.

### **Determinants of Success:**

1. Performing successfully at all job functions listed above;

2. Works regularly scheduled hours and communicates in advance when modifications need to be made;
3. Able to hear and respond to constructive messaging from supervisor;
4. Displays enthusiasm and passion for service and Choice in Aging's mission and embraces and demonstrates CiA's Core Values;
5. Strong organizational skills that demonstrate ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
6. Very strong interpersonal skills and the ability to build relationships with clients, families, community partners, and team;
7. Strong verbal and written communication skills; ability to write clear, structured, articulate, and persuasive documents with great attention to detail;
8. Demonstrates proactive approaches to problem-solving, with strong decision-making capability;
9. Displays emotional maturity in all interactions with employees, counterparts, outside contacts;
10. Highly resourceful team-player, with the ability to also be extremely effective independently;
11. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrates the highest level of customer/client service and response;
12. Demonstrates ability to achieve high performance goals and meet deadlines in a fast paced environment;
13. Ability to learn quickly, work under pressure, respond calmly to challenges and emergencies, and be flexible;
14. Reflects a positive image to the clients, staff, and community.

**Minimum Qualifications:**

1. Education Requirement: Bachelor of Science in Accounting or Business;
2. Experience Requirement: 2 years AR/AP/ Financial Statements/Trial Balance
3. Advance skills in QuickBooks, Microsoft Office Suite, Grant tracking and reporting;
4. Knowledge of various accounting software including VA and Medical billing.

**Typical Physical Demands:**

1. Requires prolonged sitting, some bending, stooping and stretching;
2. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, other office equipment and a motor vehicle;
3. Requires normal range of hearing, eyesight, speech and ability to focus for long periods of time;
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus;
5. Requires excellent command of the English language to record, prepare, and communicate appropriate reports and to communicate with employees, outside agencies, and other necessary bodies face to face, by telephone, and by written communication.



**Typical Working Conditions:**

1. This job entails working in a typical office setting, driving, working in different environments such as but not limited to Adult Day Health Care sites;
2. On occasion, Choice in Aging may require some weekend or evening hours and participation in agency fundraising and outreach events.

*Application: Email resume and cover letter to: [employment@choiceinaging.org](mailto:employment@choiceinaging.org) Fax resume: 925-849-1784 Subject Line: \*Title of Open Position\* Note: The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. No phone calls please. Visit [www.choiceinaging.org](http://www.choiceinaging.org) to learn more about Choice in Aging. Choice in Aging is an Equal Opportunity Employer.*