



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: ACCOUNTS PAYABLE CLERK

REPORTS TO: Director of Finance

EMPLOYMENT STATUS: Exempt

TIME COMMITMENT: Full-time

BARGAINING UNIT: N/A

STARTING SALARY: \$50k – 60k/year 40+hours/week

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

Reporting to the Director of Finance, the Accounts Payable Clerk will be responsible for the records transactions in the financial records of the organization using Blackbaud Financial Edge, the fund accounting software, to track activity in the individual funds.

Essential Functions (Duties and Responsibilities):

Data Entry and Activity Processing

- Prepare and submit monthly cost reimbursement invoices and expenditure reports with supportive documents to agency's contracting funders.
- Responsible for reviewing employer reimbursements for consultants/ contractors and collect W-9s.
- Process all Revenue, General Ledger activity & assist and provide oversight on general A/P, including verifying and entering invoices, preparing check runs and fielding vendor inquiries.
- Process and monitor contributions including monthly reports for temporary restricted net assets and related transfers.
- Prepare monthly, quarterly reports and related supporting documents.

- Enter weekly account payable invoices allocating expenditures to the proper programs with proper approvals, prepare payments, print checks and submit to the check signers for signatures
- Report monthly gift and foundation grant activity, including creation/maintenance of various.
- Reconcile AP aging report to general ledger on a monthly basis.
- Maintain paid invoices and other supporting documents, maintain list of current vendors and payments.
- Responsible for tracking, processing, and monitoring client rents for all facilities including related journal entries and monthly reporting.
- Responsible for annual tax reporting including 1099. Manage W-9 Forms from Vendors.
- Maintain accounting and related schedules for all renovations projects and/or major repair and maintenance.
- Other duties as assigned by Director of Finance and Executive Director.

General Ledger Maintenance

- Reconcile Bank and Investment Accounts.
- Prepare and post journal entries including cash AP, pre-paid, deposits and other asset/liability accounts.
- Perform analytical procedures for operating expenses and allocation of employee benefits during monthly close out process.
- Assist with the annual audit and provide support schedules/reports as requested.
- Monitor activity and reconcile other G/L accounts as necessary.

Other Duties

- Assist with implementing sound internal controls and best practices.
- Answer incoming calls as necessary.
- Ad-hoc reporting for a variety of funds.
- Filing and scanning finance related documents.
- Provide support to CFO and perform additional duties as requested.

EDUCATION AND EXPERIENCE

- Bachelor(s) degree in accounting and/or finance (Preferred)
- Excellent computer skills, including Excel, Word and PDF.
- Non-profit experience preferred and/or interest in working in the non-profit field
- Fund accounting a plus
- Excellent communications skills
- Ability to work in a challenging environment and ability to multi-task in order to meet deadlines
- Detail oriented
- Willingness to learn and grow in responsibility

ACCOUNTS PAYABLE CLERK Other Competencies (skills, abilities, behaviors)

- Must possess a commitment to the belief that all people have the right to dignity, respect, opportunity and full community inclusion.
- Must have a philosophy that is consistent with the Mission, Vision and Core Values of the organization.
- Ability to act as a strategic partners to organization-wide and regional leadership and management teams; strong project and time management skills; excellent communication skills and ability to foster relationships with employees at all levels within the organization.
- Ability to work under pressure and meet established goals and objectives; and strong interpersonal, persuasion and creative problems solving skills are required.

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 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, 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. 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 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:

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