

## **Community Initiatives Accounting & Payroll Support Specialist**

### **Description**

Community Initiatives is an Oakland-based nonprofit service organization providing over 100 nonprofit projects with fiscal sponsorship services including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, payroll, and human resource services. Our fiscally sponsored projects (FSPs) represent all nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. While many of our projects are in the San Francisco Bay Area, others operate in various states and international locations.

The Accounting & Payroll Support Specialist position is a full-time position designed to work 40 hours weekly reporting to the Controller. It is a hands-on growth position responsible for the accurate and timely provision of services to support and enhance the Community Initiative's payroll, accounts payable and other accounting processes, in support of the various projects sponsored by Community Initiatives.

### **KEY RESPONSIBILITIES INCLUDE:**

- Support the Sr. Payroll Administrator with payroll processing
- Assist with payroll reports internally and for projects, as needed
- Cross train and provide backup for accounts payable
- Assist with preparation of 1099s and 1042s (international) for prior year
- Assist with other accounts payable reports internally and for projects, as needed
- Assist with month-end close functions in accounting
- Provide administrative and ad-hoc support for the accounting department
- Prepare special reports as requested
- Provide backup and cross train in general ledger and project accounting functions
- Provide support to various projects with payroll, accounts payable, and other inquiries
- Assist with special projects, as required
- Other duties as assigned

### **QUALIFICATIONS:**

- A Bachelor's degree is desirable, but not required
- Experience in payroll preferred
- Experience in accounts payable preferred
- Non-profit experience preferred
- Must be proficient in Microsoft Excel and skilled in using other Microsoft applications (e.g. Word and Outlook)
- Experience with Sage Intacct accounting software; experience with Paylocity a plus
- The candidate will have excellent oral and written communication skills and attention to detail
- Demonstrated ability to work collaboratively in a team-oriented environment and exceptional client service skills are required
- The ideal employee will be a self-starter with the skills to work independently with minimal supervision and with the ability to manage multiple projects and deadlines simultaneously
- The individual must also be positive, dedicated to nonprofit service, and comfortable with change
- Must be able to retain/work with highly confidential information

## **Working for Community Initiatives**

This position is currently remote during the COVID pandemic but will be located at our office in Oakland when safely possible. There is the possibility of working remotely one or two days a week post-COVID. This is a full-time position that includes full benefits and a competitive salary commensurate with experience. \$30-\$32/hour

Benefits package including:

- Fully paid medical, dental and vision
- 401k and 5% employer match
- Basic life insurance, AD&D, STD & LTD
- 4 weeks of paid vacation
- 12 days of paid sick leave
- 11 paid holidays
- 4 floating holidays

## **Application Instructions**

Interested candidates should submit a resume and cover letter with salary requirements to [jobs@communityinitiatives.org](mailto:jobs@communityinitiatives.org)

## **Equal Employment Opportunity**

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.