



## Community Initiatives Project Accountant

### Description

Community Initiatives is an Oakland-based nonprofit service organization providing over 150 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. **This is currently a hybrid role working at least one day/week in our office in downtown Oakland or downtown Los Angeles.**

The Project Accountant position is a hands-on growth position responsible for the accurate and timely provision of accounting services to support and enhance the Community Initiative's clients. The Project Accountant will have a working relationship with the Client Services Team and the various projects sponsored by Community Initiatives, as well as provide support for other positions within the administrative section of the organization. Reports to the Assistant Controller.

### KEY RESPONSIBILITIES INCLUDE:

- First contact for a portfolio of clients regarding finance and accounting matters
- Explain financial statements to clients that have varying levels of financial expertise
- Compile and analyze client financial information including annual budget data, revenue, and expenses
- Ensure financial information has been recorded accurately
- Perform reconciliations of accounts, GL analysis, and revenue recognition for incoming funds
- Prepare balance sheets, profit and loss statements and other financial reports
- Provide support to projects in tracking grants and assist in preparing cost-reimbursable invoices for private and public funding sources
- Build financial models for clients, including cash flows, to support forecasting and financial planning
- Prepare and post journal entries and assist with month-end close process
- Prepare special reports as requested by the Client Services Managers, Clients, and Finance and Accounting Team
- Analyze revenue and expenses for proper GL account coding



- Research unusual accounting items, solve puzzles, and recommend process improvements
- Maintain a strong service orientation while balancing accuracy, deadlines, and compliance requirements
- Assist with other duties, projects, and initiatives as assigned.

#### **QUALIFICATIONS:**

- Requires a minimum of 3 years of finance and accounting experience
- Experience working with nonprofit organizations preferred
- A Bachelor's degree in Accounting or Business with an Accounting or Finance concentration is desirable
- Understanding of nonprofit accounting principles, GAAP, and fund accounting
- Must be proficient in Microsoft Excel and skilled in using other Microsoft applications (e.g. Word, Outlook, Teams, etc.)
- Experience with enterprise accounting software; experience with Sage Intacct a plus
- The candidate will also have excellent oral and written communication skills and attention to detail is a must
- Demonstrated ability to work collaboratively in a team-oriented environment and exceptional client service skills are required
- 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 working in a dynamic environment

#### **Working for Community Initiatives**

We're currently working in office (downtown Oakland – near 12th Street BART, or downtown Los Angeles) at least one day/week and that may increase in the future. This is a full-time position that includes excellent benefits and a competitive salary commensurate with experience (\$75,000-\$85,000/year).

Comprehensive benefits package including:

- Fully paid medical, dental and vision
- 401k and 5% employer match
- Fully paid basic life insurance, LTD, STD coverage
- 4 weeks paid vacation
- 14 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