



Job Announcement: Financial Accountant

Rancho Cielo is seeking a financial accountant to assist the Finance Director. The successful candidate will be comfortable in a fast-paced, but team-oriented small office environment. This person will enjoy the challenge of working in a rapidly growing, people-oriented, mission-passionate environment. This is a new position in response to our growing organization.

DESCRIPTION

To perform a variety of tasks in support of the Finance Director including, but not limited to, grant accounting, financial analysis, balance sheet reconciliations, and payroll.

EMPLOYMENT CLASSIFICATION: Non-Exempt

SUPERVISION RECEIVED AND EXERCISED

Supervised by the Finance Director.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Bank and Credit Card Reconciliations monthly
- Assist with Financial Statement review and preparation
- Balance Sheet Reconciliations
- Gather information and create invoices for specific grants. This person will be the point of contact with various government agencies and must be able to communicate with Grantor personnel in a friendly and professional manner.
- Provide various financial reports throughout the year for the Grant Manager
- Process Rancho Cielo payroll bi-weekly. This includes review of time entry for accuracy.
- Miscellaneous projects throughout the year.
- Other duties as assigned by the Finance Director.

STANDARDS

Knowledge of:

- Proper English grammar, punctuation, vocabulary and spelling
- Intermediate Accounting knowledge. Recent college grads welcome!
- Microsoft Office programs (word, excel, outlook)
- Tech-savvy is a plus!

Ability to:

- Multi-task, organize and prioritize work assignments
- Understand the organization and operations of Rancho Cielo
- Learn, interpret, and apply policies and procedures
- Understand and follow oral and written instructions
- Maintain strict confidentiality of information
- Establish and accurately maintain a variety of records and files and prepare related reports
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Problem-solve

- Laugh at oneself

Training and experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree from four-year college or university in Accounting, or related field
- Experience in Accounting.
- Experience working in a non-profit environment.

COMPENSATION: Compensation is dependent on experience and qualifications. Benefits include health, vision, dental, and life insurance, IRA match, vacation, sick leave, and 10 paid holidays.