

Job Title: Staff Accountant
Location: Davis, CA
Hours: **Salary:** \$55-65K, Full Time Salary, DOE
Benefits: Generous Paid Time Off, Employer-funded Health, including Dental and Vision Insurance (for Employee)
FLSA: Exempt
Reports To: Part-time Controller and Executive Director

The Community Alliance with Family Farmers (CAFF) is an exciting and dynamic non-profit organization whose mission is to build sustainable food and farming systems through policy advocacy and on-the-ground programs that create more resilient family farms, communities and ecosystems. CAFF is based in Davis, with satellite offices statewide. CAFF is a membership organization guided by a board of directors that includes family farmers and others who are passionate about food, farming and the environment. Our main goals are to increase the economic viability of California family farmers and to connect communities with their local producers. See <http://www.caff.org> for more information.

The candidate will work in the Davis business off located on the second floor of a lovely, renovated farm house, located on a quiet, picturesque farm in the country a few miles from Davis.

POSITION SUMMARY

CAFF is a small, twenty-person nonprofit organization and requires a staff accountant with a solid understanding of basic financial accounting operations. The staff accountant will supervise part-time accounting clerical staff and will do both hands-on bookkeeping, maintaining the basic accounting systems (general ledger, accounts payable, accountant receivable and payroll), procedures and policies in accordance with general accepted accounting principles.

Accounting

Responsible for overseeing and performing the day to day accounting activities in Intuit Quick Books, including but not limited to: accounts payable; accounts receivable; cash and bank reconciliation; check preparation; management and reconciliation of balance sheet accounts; cash management; collections; adjusting journal entries and accruals; month end and year end closing; and semi-monthly externally processed payroll.

Oversees, monitors, and prepares monthly, quarterly, and annual financial report, including the preparation of monthly financial statements and monthly cash and financial updates. Prepares very modest annual sales tax returns and monthly workers compensation reports. Reconciles monthly actual time sheets to project budgets to ensure compliance with funding and reporting requirements.

Grants Management

Develops an intimate understanding of all grants and contracts related to CAFF funding so as to be able to account for and bill in accordance with each grant contract. Works collaboratively with the Grants Coordinator and the Management Team on the grant financial process, including: developing the budget and financial narrative; monitoring grants; and supporting government contract audits.

Organizational Budget

Assists the Executive Director, Part-time Controller, and Development Director to prepare annual operating budget. Works with that team to create quarterly budget- to-actuals. Works collaboratively with the Controller to prepare for annual external accountant audit/ review and preparation of annual tax returns.

Additional Duties

As assigned.

Qualifications

Education - AA degree or equivalent. 5+ years in accounting.

Essential

Demonstrated ability: to fulfill full-cycle accounting; have sound and accurate judgment; attention to detail; demonstrated organizational, written, and oral communication skills; works independently; has sound level of computer skills, including above average knowledge of the Microsoft Office Excel and solid working knowledge of Quick Books or similar double-entry accounting system. Experience in grant management and preparation including assessment and reporting is desirable. Knowledge of Big Time accounting software is desirable but not necessary.

Has valid CA driver's license, with proof of valid auto insurance and the ability to drive an automobile. Requires a full range of physical mobility, such as bending, stooping, lifting, turning, carrying objects, grasping, as well as the ability to see and hear.