



Part Time Accountant

Contra Costa Interfaith Housing

Contra Costa Interfaith Housing (CCIH) is a dynamic, fast growing non-profit agency with the mission of providing permanent housing and vital support services to people who are homeless or at risk of becoming homeless. Our vision is that every family in our community have secure housing and the dignity of self-sufficiency. CCIH operates with a \$3.6 million-dollar budget and a staff of 35+ employees. CCIH has multiple areas of programming and revenue sources, including federal and county grants.

The Part Time Accountant position (0.5 FTE or 20 hours per week) reports to the Controller. The positions' primary responsibilities are accounts payable, accounts receivable, payroll, grant accounting and some light clerical work. The purpose of this role is to support the CCIH Controller to ensure accurate and timely financial transactions and recordings.

Essential Job Functions:

1. Enter agency transactions into the Quickbooks Online accounting system including expenses, employee reimbursements, credit card transactions, and some income transactions. Code those transactions per the guidance and oversight of the Controller.
2. Create payments and mail checks to vendors.
3. Prepare bank deposits and deliver to bank on a timely basis and as directed by Controller.
4. Create monthly billings and manage and track grants and contracts for Housing and Urban Development (HUD) and Contra Costa County.
5. In collaboration with the Administrative Manager and Controller, process payroll.
6. Do timely and accurate filing of financial transactions.
7. Assist in preparation of the annual audit.
8. Support the Director of Development in some of the financial processes for the annual fundraiser, in collaboration with the Controller.
9. Other accounting-related duties as assigned.

Qualifications & Special Skills:

1. Knowledge of and/or experience in Quickbooks Online highly desirable.
2. Extensive computer skills, including Microsoft Word and Excel required.
3. Previous experience with payroll, budgeting, accounts receivable, accounts payable and general ledger highly desirable.
4. Non-profit accounting experience is preferred.

5. Bachelor's degree preferred; lengthy work experience can be substituted for degree.
6. Ability to learn new software systems and procedures.
7. Fundamental knowledge of generally accepted accounting principles and internal controls, and an ability to identify areas in need of improvement and develop policies and procedures to strengthen those areas.
8. Ability to prioritize and multitask.
9. Strong organizational, time management, follow up, and project management skills.
10. Deadline and detail-oriented, self-directed and able to effectively complete tasks with little supervision.
11. Strong interpersonal skills, and an ability to work in a small office environment.
12. Willingness to do whatever it takes to get the job done.
13. Must successfully pass a LiveScan screening and a TB test.

Additional information

Physical Requirements:

- Ability to walk up and down stairs and up to ½ mile at any one time.
- Ability to sit for up to 2 hours without a break.
- Ability to perform repetitive movements, such as typing and filing, and use of commonly used office machines and supplies.
- Ability to lift and move up to 25 pounds.
- Ability to speak on the telephone for up to 3 hours

Salary range is \$23 - \$27/per hour with some paid time off, contingent upon skill and experience. This position offers some schedule flexibility, and ability to participate in 403(b) retirement plan.

Contra Costa Interfaith Housing does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Minorities/Consumers/Ex-Consumers are encouraged to apply.

CCIH believes in and complies with the Americans with Disabilities Act.

Please do not call – only information submitted online or by email will be considered.

[To apply, please click here.](#)