

**CASA OF FRESNO & MADERA COUNTIES
JOB DESCRIPTION**

POSITION TITLE

DEPARTMENT/DIVISION

Accounting and Grants Coordinator

Operations

REPORTS TO

EXEMPTION STATUS

Finance and Operations Manager

Non-exempt

Organizational Mission

The mission of CASA of Fresno and Madera Counties is to recruit, train and support volunteers to advocate and speak for the best interests of abused and neglected children in the Child Welfare and Juvenile Court systems.

Position Goal

Maintain the day-to-day bookkeeping and accounting functions as described below.

Key Responsibilities

1. General Accounting and Grant Tracking:

- Assist the Finance and Operations Manager in financial management system, planning and internal controls.
- Assist the Finance and Operations Manager in developing the annual organizational budget and individual grant budgets.
- Tracking departmental budgets and budget line items.
- Complete daily fiscal and accounting duties, including entering data into accounting system, managing accounts payable and receivable, preparing deposits and processing credit cards expenditures and payments.
- Prepare Payment Authorization forms and allocate expenses to grantors.
- Assist in grant budgets including preparing and submitting invoices as set out in each grant contract.
- Assist in monthly assessments and forecasts of organization's financial performance against budget, financial and operational goals.

- Monitor the organization's cash flow and report to the Finance and Operations Manager weekly.
- Develop, maintain and monitor all fundraising event accounting systems and procedures.
- Assist in preparing for the annual financial audit and audits by various funders.
- Enable the tracking of progress through maintaining the Quarterly Financial Report.
- Manage the organization's payroll, including tabulation of accrued employee benefits.

2. Other Duties

- Work cooperatively with the Finance and Operations Manager in advising the Operations Committee and Board of Directors related to accounting and financial matters.
- Provide weekly written progress reports to the Finance and Operations Manager using the Weekly Work Report.
- Other duties as assigned.

Desired Minimum Qualifications

To successfully perform the essential functions of this position, the incumbent must have the following:

- Bachelor's degree in accounting or equivalent experience
- Three years of successful experience in bookkeeping and accounting.
- Previous experience in grant tracking preferred.
- Previous non-profit experience is preferred.
- Strong observation, analytical and listening skills.
- Experience working in financial management and budget development.
- Ability to organize, set priorities, take initiative and exercise sound, independent judgment within areas of responsibility.
- Good knowledge of personal computer operations and software including Microsoft Office and QuickBooks products.
- Ability to carry out assigned duties and responsibilities in an ethical manner and follow the organization's policies.
- Possess a valid California Driver License and successfully pass a formal background check.

Supervision

Not applicable at this time.

Working Conditions

The duties of this position regularly require travel in Fresno and Madera Counties in your own personal vehicle. This position rarely requires strenuous activity. Occasional weekend and/or evening hours may be assigned as needed.

While performing the duties of this job, employees may regularly be required to: walk; climb stairs; talk or hear, both in person and by telephone; use hands to operate standard office equipment; reach with hands and arms; carry multiple items at one time; and, lift up to 20 pounds. There may be prolonged periods of sitting and computer work. The duties of this position also require on-the-job driving.

Equipment

This position functions in an office environment. It requires the use of general office equipment such as a personal computer, printer, fax machine, copy machine and telephone.

Duties described on the previous pages document the general nature and level of work but are not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee in this position. Consequently, the employee in this position may be asked to perform other duties as required.

I understand my continued employment will depend upon successful completion of the duties assigned to me by my supervisor. I understand that my employment with CASA is “at-will” meaning that CASA, or I, can terminate the employment relationship at any time.

Employee Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____