



## Young Community Developers

### Staff Accountant

#### *About Young Community Developers*

Young Community Developers, Inc. (YCD) provides a variety of employment training and support services to people residing in San Francisco and surrounding areas. YCD is committed to the preparation, placement, and preservation of Bay Area residents, resulting in each responsibly contributing to their personal and professional development, the development of their families, and to the economic development of their neighborhoods.

#### *Position Summary*

The Staff Accountant will work under the supervision of Chief Financial Officer. The Staff Accountant must have the ability to work independently, responsibly and efficiently, with minimal supervision. This position offers the experience to work in a very stable Non-Profit agency, and the opportunity to build your skill set.

#### *Responsibilities and Duties:*

##### **Accounts Payable:**

- Review, code and input expense reports into YCD's accounting system, ensuring all charges and documentation are in accordance with Company policy
- Process full-cycle accounts payable
- Communicate with vendors, responding to vendor calls and inquiries
- Assist with weekly check run, assemble checks for signature, and mail checks
- Prepare check requests with proper account coding
- Make sure and properly file all documentation in vendors filing cabinet
- Prepare weekly outstanding accounts payable statement for Chief Financial Officer.
- Ensure W-9's are in place for Contractors/Service Providers, filed, and entered in YCD's accounting system.
- Perform special projects as assigned

##### **Payroll:**

- Verify timesheets with time cards
- Verify availability of sick and vacation hours requested
- Verify allocation of hours by programs on the timesheet



- Prepared new employees personnel file, to include W-4, I-9, authorized pay rate memo, authorized working hours and program involved
- Prepare payroll transmittal forms
- Prepare and update bi-weekly report of sick and vacation hours for each employee with reconciliation of employees vacation and sick leave hours
- Enter payroll including payroll taxes into accounting system
- Allocation of employees pay to respective programs in accounting system
- Prepare monthly workers compensation payroll report
- Prepare spreadsheet and check requests for 401K deductions and agency contribution
- Manage wage garnishment notices from government agencies and other organization
- Data entry for payroll taxes in accounting system

### ***Minimum Qualifications:***

- A minimum of three to five years of bookkeeping experience preferably working in the non-profit environment
- Excellent skills in MS Office and fund accounting software, QuickBooks Online. ADP Payroll System experience a plus
- Bachelor's degree in accounting or related field
- General understanding of GAAP and FASB compliance is essential
- Highly detailed oriented and good writing skills, self-motivated and professionalism

### ***Compensation / Benefits:***

- \$22.00 to \$24.00 per hour dependent upon experience.
- Paid vacation.
- Sick leave.
- Health benefits to include medical and dental.

**In order to be considered all candidates must submit a cover letter and resume to [twaters@ycdjobs.org](mailto:twaters@ycdjobs.org)**

*Young Community Developers is an Equal Opportunity Employer.*

YCD is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.