



Asian Women's Shelter Job Announcement - Accountant I

Location: On-site/Remote Hybrid at confidential address in San Francisco

Compensation: Full time. Anticipated rate \$29 - \$34 per hour. Pay rate will be determined in part depending on years of experience related to essential duties and responsibilities. Generous health benefits and vacation package, including medical, dental, vision, and alternative healthcare coverage, generous vacation and sick leave, a 403(b) plan/retirement account, commuter transit benefits, and more.

Date Posted: 11/1/2022

Application Deadline: Open Until Filled

Summary

The Accountant I is a key player in maintaining, improving and restructuring systems and technology to meet Asian Women's Shelter (AWS)'s growing infrastructure in a way that aligns with the organization's mission and values. The position has responsibility for general and development accounting, financial reporting, and support for the overall management and administration of AWS accounting. The Accountant I has solid experience with high volume accounting, is comfortable with accounting software, and is excited about the opportunity to contribute to and grow within a dynamic mission-driven organization. The Accountant I is responsible for maintaining and updating accounting principles, practices, and procedures to ensure accurate and timely financial records that meet Generally accepted accounting principles (GAAP) standards and internal controls.

Organization Description

Founded in 1988 and voted the Most Inspiring Nonprofit by SF Weekly's Best of San Francisco in 2019, Asian Women's Shelter (AWS) is a dynamic non-profit organization dedicated to ending domestic violence by promoting the social, political and economic self-determination of women and all survivors of violence and oppression. Our staff is passionate, supportive, mission-driven, and committed to teamwork and positive change to strengthen grassroots communities and the movement to end gender-based violence. AWS is a local, regional, and national leader in its field, known for its commitment to cultural responsiveness, multilingual engagement, shared leadership, building effective collaborations, and movement-based services and cultural change programs. We value equity, gender justice, language and cultural responsiveness, integrity, compassion and sustainability. Our approach is survivor-centered, trauma-informed, intersectional, margin-to-center, ethically collaborative, and committed to movement-building. *Learn more about the Asian Women's Shelter at www.sfaws.org.*

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supportive Supervisory Responsibilities

- Directly supervises Accountant II and the accounting work of the Operations and Accounting Associate in the Finance Team.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include team-based interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance and supporting employee development; and addressing complaints and resolving problems.

Ongoing Responsibilities

- Process accounts payable and receivable.
- Prepare bank deposits.
- Record all agency financial transactions according to GAAP and internal controls (post cash receipts in accounting system, maintain cash and check transactions log, post to and maintain general ledger, maintain vendor and payee files with required documentation).
- Reconcile bank accounts and petty cash funds.

- Reconcile donations in donor database with accounting system.
- Reconcile credit card accounts.
- Perform account balance and payroll reconciliations.
- Invoice various grant funders including city, state, and federal agencies.
- Assist with month-end and year-end close.
- Work in partnership with Finance Director on annual audit.
- In conjunction with the Finance Director, assist in the accurate and timely preparation of financial statements.
- Maintain and refine internal controls and guidelines for accounting transactions and budget preparation.
- In conjunction with the Finance Director and Grants Financial Manager, audit accounts to ensure compliance with state and federal regulations.

Coverage Duties / Responsibilities

- Collaborate with GRAFF Team (Grants, Reporting, Administration, Fundraising and Finance) on short- and long-term financial objectives and projects.
- Review staff timesheets and calculate monthly salary allocations.
- Coordinate time-off within Finance team.
- Provide coverage for the Finance Director and other finance duties as needed.
- Perform other related duties as necessary or assigned.

General Shelter Support & Program Development

- Contribute to a welcoming and supportive environment for shelter residents and other clients.
- Participate in and contribute meaningfully to staff retreats, staff meetings, professional development trainings, and program/organizational development.
- Demonstrate regular, predictable attendance and focus.
- Support ad hoc organizational needs as possible and appropriate.

Minimum Qualifications

Education and/or Experience: Bachelor's Degree in Accounting, Business, Finance or related field and minimum three (3) years' experience in nonprofit accounting or bookkeeping. Understanding of basic GAAP principles required. Non-profit direct service/government grants accounting experience preferred. Knowledge of ADP Payroll Services a plus.

Language Skills: Ability to read and interpret documents such as rules and regulations, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, and correspondence. Ability to speak effectively before audiences of diverse backgrounds and financial familiarity. Ability to adjust language register to suit audiences of different English proficiency, systems knowledge, and age. Fluency in other languages in addition to English is preferred.

Mathematical Skills: Ability to calculate figures and numerical information such as working with decimals, discounts, interest, proportions, fractions, and percentages. Ability to apply concepts of basic algebra.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where information may be missing or incorrect, identify errors and/or solutions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of and ability to perform using Internet software (Chrome, Safari), MacOS (Apple operating system), Microsoft Office Suite (Excel, PowerPoint, etc.), Google Suite (Gmail, Google Calendar, Docs, etc.), eSignature tools (Adobe Acrobat, DocuSign), accounting and expense/budget management software (QuickBooks, Divvy), online payroll service (ADP), databases (Apricot), and remote collaboration tools (Basecamp, Zoom, TeamViewer, Dropbox, etc.). Knowledge of basic office equipment should include: Internet and email, copy and fax machines, telephone and smartphone.

Certificates, Licenses, Registration:

- A valid California driver's license, proof of automobile insurance, and safe driving record preferred.
- California Domestic Violence Counselor Training & Certification (Training requirements can be completed post-hire through AWS's training program)
- Proof of COVID-19 vaccination, unless granted reasonable accommodation for religious or medical reasons.

Other Qualifications

- Must be accurate, organized, and highly detail-oriented with ability to multi-task and follow through on all projects.
- Excellent decision-making, interpersonal, organizational and time management skills.
- Ability to manage multiple projects and priorities simultaneously, adjusting workload to meet changing circumstances.
- Adept at online communications; adept at adoption of new technologies.
- Demonstrated commitment to diversity, equity and inclusion, including ability to work well with employees and communities across lines of class, education, immigration status, English proficiency, sexual orientation, disability, age, gender identity, race, ethnicity, religion, etc.
- Demonstrated interest in efforts to end gender-based violence and support culturally marginalized communities.
- Ability to work within a team-based environment that promotes compassion, clarity, and mutual support.
- Must be available to work occasional evenings and weekend days.

Physical Requirements

- The work environment includes settings of an office and shelter/communal living environment, and community meeting spaces. The noise level in these settings is usually noisy.
- While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; and talk and hear.
- This position engages in work that requires time spent sitting, standing, walking up and down stairs, with a significant number of hours each day spent sitting, looking at a screen, using a computer and keyboard, phone, and/or video conferencing.
- The work of the organization includes frequent information-sharing and discussion not just about healing and support, but also about abuse, trauma, violence and systemic oppression. Must be comfortable engaging in conversation about these topics with others. Must be able to discuss these topics in a way that supports trust-building, effective communication, and teamwork.

COVID-19 UPDATE:

As part of AWS's COVID Prevention Plan, AWS requires that all personnel who work with clients, or in communities as a representative of AWS, be fully vaccinated against COVID-19, unless qualified for an exception (subject to reasonable accommodations for individuals with medical conditions or sincerely held religious beliefs that prevent them from being vaccinated). Face masks and physical distancing are required in spaces of AWS's work. AWS stays responsive to changing conditions and regulations of the COVID-19 pandemic.

Currently, due to COVID-19, AWS has adopted a hybrid work schedule. Some staff work remotely for the majority of their time, while other staff work mostly in-person. Given the nature of this position, the Accountant I will be expected to work mostly in-person until they are fully trained, then a hybrid schedule can be negotiated.

To Apply: If you are interested in this position and meet the minimum qualifications described above, please:

1. Email your resume listing your relevant experience to jobs@sfaws.org,
2. Complete and submit an online job application form at <https://forms.gle/ZMA6kWQrnyyNenHe7>.

Asian Women's Shelter is an equal opportunity employer. Asian Women's Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.