

NORTH COAST OPPORTUNITIES, INC.

413 North State Street, Ukiah, CA 95482

JOB DESCRIPTION

POSITION: ACCOUNTANT I, II
PROGRAM: HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO: INTERNAL BUSINESS MANAGER
SUPERVISORY RESPONSIBILITY: NO
FLSA/IWC STATUS: NON-EXEMPT
WC CODE: 8810

I. GENERAL DUTIES AND RESPONSIBILITIES

Under direction of the Internal Business Manager (IBM), performs increasingly responsible accounting tasks in accordance with Generally Accepted Accounting Principles (GAAP) and the NCO Fiscal Policies and Procedures. Possesses specific knowledge of accounts payable.

II. JOB DUTIES AND RESPONSIBILITIES

1. Ensures the timely and accurate completion of all duties and assigned tasks.
2. Maintains the accounts payable files.
3. Maintains, tracks and distributes purchase orders to appropriate staff and reconciles monthly.
4. Prepares journal entries as necessary under direction from the IBM.
5. Reviews and enters in-kind contributions.
6. Prepares bank deposits and cash receipts for input.
7. Creates and maintains spreadsheets as needed or directed.
8. Assists in completing various accounting projects by conducting research, gathering information and statistics and generating reports.
9. Provides assistance to staff in accounting related tasks.
10. Is responsible for tracking service contracts.
11. Is responsible for generating, collecting and documenting in-kind.
12. Aligns work behaviors in conformance with the NCO Mission, Vision and Values.
13. Work habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with NCO's policies and procedures.
 - Is able to stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its program to the community in a positive light.
 - Dresses appropriately for the assigned job duties and responsibilities.
 - Is able to constructively adapt to change.
14. Other duties as assigned.

III. JOB QUALIFICATIONS

1. Accountant I: Possession of an associate degree from an accredited school in Accounting, or in Business Management with a concentration in accounting, is required.
Accountant II: Possession of a bachelor's degree from an accredited school in Accounting, or in Business Management with a concentration in accounting, OR an associate degree in the same areas PLUS a minimum of two years' experience in an accounting department, is required.
2. Knowledge of GAAP, fund accounting and accounting-related terminology as well as a broad knowledge of overall fiscal operations is required.
3. Must be highly proficient in the use of computers and spreadsheet, email and database programs; must be proficient with web-based platforms and word processing programs.
4. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.

5. Prior experience with financial analysis and audit procedures is preferred.
6. Demonstrated organizational and time management skills; able to effectively prioritize and complete multiple duties and projects in a timely manner.
7. Experience working independently with minimal supervision as well as participating as part of a collaborative team; ability to communicate and work well with people from a variety of backgrounds, cultures and education levels is essential.
8. Ability to work flexible hours for scheduled weekend or evening activities as needed.
9. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.

Program:	Head Start
Position:	Accountant I, II for HS Central Site - Ukiah, CA
Rate of Pay:	\$ 15.85 - \$ 21.83 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more). Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution & matching program upon qualifying.
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.
Application Closing Date:	Open until filled
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	