MERCED COUNTY COMMUNITY
ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-Johnson
Executive Director

JOB DESCRIPTION
SENIOR ACCOUNTANT
FISCAL DEPARTMENT

Overview:
Under general supervision of the Chief Financial Officer, incumbent is responsible for operation and control of effective fiscal procedures, including but not limited to accounting, payroll, cash management, property control, procurement, budget review, reports, risk management, and audit record maintenance. In accordance with FLSA criteria, this is an exempt position classification.

Essential Functions:
- ✓ Assure the Agency's procedures remain consistent with generally accepted accounting principles and the contractual requirements of contracts and grants.
- ✓ Direct fiscal planning, internal fiscal controls, property control and procurement procedures; Develop, monitor, evaluate, and report on financial programs and procedures, including compensation and benefits, to policy groups and staff.
- ✓ Develop and maintain a comprehensive chart of accounts, including the allocation of program income and outlays.
- ✓ Oversee the preparation of reports concerned with the financial status of the Agency and with special financial matters.
- ✓ With assistance from the Chief Financial Officer, provide budgetary support and information to the Executive Director and Department Directors.
- ✓ Prepare documentation for and work with independent auditors as required.
- ✓ Provide information and assist in matters concerning financial system(s) of the Agency.
- ✓ Maintain and report current information relative to the financial status of the Agency and its programs.
- ✓ Review retirement and flexible benefit plans, annual accounting and reporting; Report and analyze budget issues.
- ✓ Prepare banking deposits to be entered into accounting software.
- ✓ Report to Funding Sources.
- ✓ Prepare and perform account reconciliations.
- ✓ Occasionally travel outside of the regular duty area; Actively participate in professional and community organizations.
- ✓ Supervise Accounting Technicians (accounts payable and payroll);
- ✓ Perform other related duties to support department and Agency goals; and
- ✓ Perform other duties as assigned.

Experience and Knowledge:

- ✓ Must have three (3) years of progressively responsible experience in financial management, Proven experience in preparation, justification and analysis or control and administration of budgets and budgetary programs.
- ✓ Knowledge of principles and practices of State and Federal government budgeting and Fund
- ✓ Accounting systems and financial procedures.
- ✓ Must have the proven ability to plan, organize and draw sound conclusions from data; Ability to prepare clear, complete and concise reports.
- ✓ Ability to plan and direct the work of others.
- ✓ Ability to meet multiple deadlines.
- ✓ Ability to develop and maintain effective professional relationships; Possess excellent verbal and written communication skills.
- ✓ Possess knowledge and working expertise with financial/Fund Accounting software and databases.
- ✓ Experience working with Federal, State and local grants required; and
- ✓ Experience working in a non-profit environment, a plus.

Education:

- ✓ Bachelor's degree in accounting or related field is required.

Additional Requirements:

Licenses and other Requirements:

- ✓ Valid California drivers' license, good driving record, current DMV report, reliable transportation and proof of minimum California vehicle insurance.

Physical Requirements:

Ability to walk, stoop and squat, lift up to 25 pounds, sit up to eighty percent (80%) of scheduled working time and drive a motor vehicle.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION

SALARY RANGE:

81.3	$90,147.20	$94,640.00	$99,361.60	$104,332.80	$109,574.40

BENEFITS: Medical, Vision, Dental, Life Insurance, 403B & 457B retirement plans offered. Administrative hours in addition to accrued sick and vacation hours are offered.

JOB SITE: MERCED

HOURS: M-F (40 Hours per week)

APPLY AT: **www.mercedcaa.org/employment/**

DEADLINE: Open Until Filled

COPIES OF OFFICIAL TRANSCRIPTS, DEGREES AND PERMITS MUST BE SUBMITTED WITH AP.
THIS IS NOT A COUNTY POSITION