



Berkeley Humane

Position Title: Accounting Coordinator
Reports to: Director of Finance & HR
FLSA Status: Exempt

Department: Administration
Pay Rate: DOE
Classification: Full-time

Position Summary

Under the direction of the Director of Finance & HR, the Accounting Coordinator manages the accounting needs of Berkeley Humane, including payables, receivables, journal entries, reconciliations, reporting, inventory, payroll and benefits. It's a hands-on position providing the highest level of service and accuracy to our employees, volunteers and vendors.

This job description reflects the assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

Primary Duties and Responsibilities

- Manage all aspects of day-to-day bookkeeping and accounting processes including A/P, A/R, payroll, journal entries and bank reconciliation
- Prepare Journal Entries
- Reconcile Square, PayPal, and other accounts to department databases
- Process payables and receivables, including cash, checks, credit cards
- Prepare and process bank deposits; reconcile bank accounts
- Reconcile monthly accounts for closing by deadline
- Financial report preparation
- Provides auditors with backup documentation and reconciliations for annual audit
- Prepare and process bi-monthly payroll
- Manage benefits and paid time off
- Maintain personnel files and employment documentation
- Perform other duties as assigned

QUALIFICATIONS

- Nonprofit accounting experience preferred, basic understanding of GAAP
- Experience in benefit administration
- Associate's degree or equivalent with 3-5 years related experience or combination of education and experience
- Experience with QuickBooks
- Proficient in Microsoft Office (Word, Excel, email)
- Mature, organized, efficient and productive, ability to manage multiple projects and assignment, often with competing deadlines
- Strong attention to detail and accuracy necessary

OTHER SKILLS & REQUIREMENTS:

- Effective written and verbal communication skills
- Good judgment in the handling of sensitive and confidential information
- Works independently with minimal supervision on a broad variety of projects
- Affection for animals and a willingness to accommodate animals in the workplace

WORK ENVIRONMENT: This job works in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. This is a full-time position and hours of work and days are typically Monday through Friday 9:00 – 5:00 pm. Occasionally, special events will require work outside of this time frame.

PHYSICAL REQUIREMENTS: Prolonged periods sitting at a desk and working on a computer; must be able to lift and carry up to 50 pounds; climb stairs; bend; reach; hold, grasp and turn objects; and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision or hearing.

COMPENSATION: Berkeley Humane offers a salary and benefits package competitive with other organization of our size, which includes full health and dental coverage, 401k match, vacation, sick leave, and holidays.

Berkeley Humane is an equal opportunity employer