

## INTERNAL POSTING - Staff Accountant JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

Working closely with the Finance Manager, the Staff Accountant at Sacramento Steps Forward provides support by assisting with financial statement preparation, reconciling accounts, processing invoices, monthly billing and other duties as assigned. The Staff Accountant is a key member of the finance team responsible for finalizing month-end and year-end accounts.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically. **This is an internal job posting and only SSF employees are welcome to apply at this time.**

### **Essential Duties and Responsibilities include the following:**

- Billing – responsible for billing, including preparing billing reports, obtaining manager approval, creating invoices, filling out electronic claim forms, gathering of backup documentation and submission to funders on a monthly and as needed basis.
- Processes payments/deposits.
- Reconciles agency credit cards, receipts, and proper allocations.
- Reconciles cash disbursements.
- Prepares month end accounting including but not limited to:
  - Bank Reconciliations
  - Month end close of General Ledger
- Verifies financial statements, ledgers and accounts and makes corrections where appropriate.
- Works with Accounting Analyst to make sure credit cards are uploaded to system and reconciled in a timely manner.
- Provides audit documentation requested by auditors in a timely manner.
- Collaborates with the SSF team to work on various accounting projects
- Follows all SSF fiscal internal controls.
- Any other duties as assigned by the Finance Manager
- Regular, predictable attendance is required.

### **Other Responsibilities:**

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

### **Ideal candidates will possess the following knowledge, skills and abilities:**

- Good interpersonal skills including relationship and trust building, communication and listening, and personal engagement.
- Thrive in a fast-paced environment with an ability to juggle multiple priorities simultaneously.
- Excellent skills in prioritizing and project management, organized with attention to detail and accuracy, flexible work style.
- Exercise discretion with financial information and figures discussed.
- Ability to work within strict time constraints.
- High level of comfort in taking initiative and willingness to navigate new situations.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and QuickBooks.
- Support, promote, and ensure alignment with the organization's visions and values.

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### **Education and/or Experience:**

Associate degree (A.A.) or equivalent from two-year college or technical school with specialization in accounting; or completion of an accounting curriculum; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **Compensation and Benefits:**

Compensation range \$32.64-\$42.67/hour; Planned maximum is at the mid-range at hire, DOE.  
Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

### **To Apply:**

If you qualify, please submit your application, cover letter, and resume to [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org); once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

**The position will be open until November 4, 2024.** Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org).